

Charter School Facilities Program

2017 FILING PERIOD TECHNICAL WORKSHOP

Presented by

Office of Public School Construction (OPSC)

California School Finance Authority (CSFA)

California Department of Education (CDE)

Housekeeping

- For technical issues, contact GoToWebinar (GoToMeeting) at 1-800-263-6317 or <http://support.citrixonline.com/gotomeeting/>
- Live captioning is available at: www.streamtext.net/text.aspx?event=CDIAC
- Questions will be documented and answers will be distributed to all attendees

Agenda

- Prop 51 Overview
- OPSC Program Responsibilities
- OPSC Application Overview
- CSFA Program Responsibilities
- CSFA Financial Soundness Review Process
- CSFA Application Overview
- CDE Program Responsibilities
- CDE Site Approval Process
- CDE Plan Approval Process

Charter School Facilities Program (CSFP)

- 500 million from Prop 51
- 50/50 (state grant/applicant match) program
- Funding for classroom and subsidiary facilities
 - Project must include at least one classroom
- New construction
 - Adds capacity to site
- Rehabilitation
 - Modernization or like kind replacement of district owned facilities that are at least 15-years old, and were not built or modernized with SFP funds

Who Can Apply?

Eligible charters

- Independent and dependent
- Two years operating experience or administrative experience
- Provide classroom based instruction
 - Education Code (EC) 47612.5(e)(1).
- Charter petition approved prior to application submittal
- Applicants
 - Charter school
 - Local school district
 - Applicant receives funding
 - If requesting loan, must be same applicant

Program Requirements

- Title may only be held by:
 - School district
 - Local governmental entity
 - Charter School
- Financial soundness determination by CSFA
- Field Act compliance - Division of the State Architect (DSA)
- Title 5 compliance - California Department of Education (CDE)
- Government Code, Public Contract Code, Labor Code

When Can I Apply?

- February 6 – June 5, 2017
- Date application received does not determine funding, but can be used as a tie breaker
- Complete, valid application with original signature and all supporting documents must be physically received by OPSC by 5:00 p.m. on June 5, 2017.

Office of Public School Construction

Subject: 2017 CSFP Filing Round

707 Third Street, 6th Floor

West Sacramento, CA 95605

What Am I Applying For?

- Preliminary Apportionment (PA)
 - Reservation of bond authority
 - Proposed project costs
 - Base Grant
 - Supplemental grants
 - SFP Regulation Sections 1859.163.1 and 1859163.5
 - Inflation factor
- Request to convert PA to final apportionment
Must be submitted within four years
 - Possible one-time, one-year extension

Calculating the Base Grant

- New Construction

- Multiply the project capacity by the appropriate 2017 pupil grant amounts:

• K-6	\$11,161	25 pupils per CR
• 7-8	\$11,816	27 pupils per CR
• 9-12	\$14,997	27 pupils per CR
• Non-severe	\$20,966	13 pupils per CR
• Severe	\$31,351	9 pupils per CR

- Rehabilitation

- Multiply square footage by the 2017 grant amount

• Non-toilet	\$182
• Toilet	\$326

- Pupil grants and square footage requested at the PA phase may not be increased at the time of conversion

Getting Started

- Approved charter petition
- District or charter school board resolution supporting submittal of application
- Discuss with district existing facilities in accordance with EC Section 17078.53(e)
- Request California Department of Education (CDE) recommended site size letter:

Lisa Constancio

LConstancio@cde.ca.gov

(916) 445-4889

Getting Started (cont.)

For charters applying independently

- Notify district of intent to apply
 - District(s) that serve same grade level as project
 - 30 days prior to submitting application to OPSC
 - **May 5, 2017 last day to notify district**
 - Submit evidence of date notification was received
 - Include request for district update eligibility and provide unhoused pupil certification and methodology (for new construction projects)
 - **See *Sample District Notifications***
- Rehabilitation agreement

OPSC Complete Application

- Financial Soundness Review documents to CSFA
- *Application for Charter School Preliminary Apportionment* (Form SAB 50-09)
- Approved Charter Petition
- CDE Recommended Site Size letter
- Narrative description of the proposed project
 - SFP Regulation 1859.162(c)
- Verification of non-profit status (if applicable)
- Verification of notification to the school district
 - charter schools applying independently

OPSC Supporting Documentation

Additional Items for New Construction Applications

- District unhoused pupil certification
 - Board resolution
 - Charter schools applying independently
- Methodology for determining certification
 - Discussed and approved by district board for charters applying independently
- Site development worksheet and Department of Toxic Substances Control (DTSC) invoices
 - Only if requesting historical or specific costs

OPSC Supporting Documentation

Additional Items for New Construction

Applications (If requesting funding for Site Acquisition)

- Appraisal or Preliminary Appraisal meeting requirements in SFP Regulation Section 1859.74.1 that is less than six months old; or
- Median cost valuation
 - Excel worksheet
 - Price per acre format
 - Must meet requirements in SFP Regulation Section 1859.163.2(a)(2)

OPSC Supporting Documentation

Additional Items for Rehabilitation Applications

- Site diagram
 - Show dimensions of classrooms and subsidiary facilities to be rehabilitated
 - Include the total enclosed exterior square footage
 - Highlight toilet area
- Rehabilitation Agreement
 - Charter schools applying independently
 - SFP Regulation Section 1859.163.4(d)

How to Find the Locale Code


1. Go to <http://nces.ed.gov/ccd/schoolsearch/>

The screenshot shows the 'Search for Public Schools' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Search for Public Schools'. To the right is the 'CCD Common Core of Data' logo. Below the search bar is a navigation menu with 'School Information', 'District Search', 'Data Notes/Grant IDs', and 'Help'. The 'School Information' section is highlighted in green and contains several input fields: 'School Name', 'Street Address', 'State' (with a dropdown menu showing '- Any State -'), 'County of District' (with a 'Browse' link), 'District Name', 'NCES School ID', 'City' (with a 'Browse' link), 'Zip Code', 'Phone #' (with a hyphen separator), and 'NCES District ID'. To the right of these fields is a 'SEARCH TIP' that reads: 'If you are having difficulty finding your school, try only entering the city, state, and/or a key word in the name.' Below the search fields are two buttons: 'Search' and 'Clear'. The 'Additional Characteristics' section is highlighted in orange and contains three sub-sections: 'School Description' with checkboxes for 'Regular', 'Special Education', 'Vocational', and 'Other/Alternative'; 'Specific School Type' with radio buttons for 'All', 'Charter School', and 'Magnet School'; and 'Grade-Span' with radio buttons for 'All', 'PK', 'KG', and '1' through '12'. Below these are three rows of radio buttons for 'Includes Grade', 'Low Grade', and 'High Grade'. To the right of this section is another 'SEARCH TIP' that reads: 'Use the additional characteristics fields in conjunction with any of the School Information. Additional Characteristics should not be used if you have already entered the name of a school.'

Source: CCD Public school data 2014-2015, 2015-2016 school years

How to Find the Locale Code

2. Select the school

 **Search for Public Schools** **CCD** Common Core of Data

Search Results (records: 66) [Modify Search](#) [Data Notes/Grant IDs](#) [Help](#)

School Name	Phone	County*	Students*	Grades*
1. CARVER (GEORGE WASHINGTON) ELEMENTARY 1360 Oakdale AVE., San Francisco, CA 94124	(415) 330-1540	San Francisco County	280	KG-5
2. FORT WASHINGTON ELEMENTARY 960 East Teague AVE., Fresno, CA 93720	(559) 327-6600	Fresno County	574	KG-6
3. GEORGE WASHINGTON BATTLES ELEMENTARY 605 East Battles RD., Santa Maria, CA 93454	(805) 361-6880	Santa Barbara County	851	KG-6
4. GEORGE WASHINGTON CARVER ELEMENTARY 1401 West Santa Ana BLVD., Santa Ana, CA 92703	(714) 564-2000	Orange County	564	KG-3
5. GEORGE WASHINGTON CARVER MIDDLE 4410 Mckinley AVE., Los Angeles, CA 90011	(323) 846-2900	Los Angeles County	1,590	5-8
6. GEORGE WASHINGTON CARVER SCHOOL OF ARTS AND SCIENC 10101 Systems PKWY., Sacramento, CA 95827	(916) 228-5751	Sacramento County	245	9-12
7. GEORGE WASHINGTON CHARTER 45-768 Portola AVE., Palm Desert, CA 92260	(760) 862-4350	Riverside County	766	KG-5
8. GEORGE WASHINGTON ELEMENTARY 251 Whittier ST., Daly City, CA 94014	(650) 991-1236	San Mateo County	366	KG-5
9. GEORGE WASHINGTON ELEMENTARY 831 West Lockeford ST., Lodi, CA 95240	(209) 331-7451	San Joaquin County	437	KG-6
10. GEORGE WASHINGTON ELEMENTARY Po Box 1067, Hanford, CA 93232	(559) 585-3805	Kings County	562	KG-6
11. GEORGE WASHINGTON ELEMENTARY 1220 West Parkridge AVE., Norco, CA 92860	(951) 736-3326	Riverside County	983	KG-7
12. GEORGE WASHINGTON ELEMENTARY 2322 North Lincoln ST., Burbank, CA 91504	(818) 558-5550	Los Angeles County	490	KG-5

How to Find the Locale Code



CCD Common Core of Data

School Directory Information (2015-2016 school year)

School Name: Fort Washington Elementary	NCES School ID: 060903000909	State School ID: 1062117-6005862
District Name: Clovis Unified district information	NCES District ID: 0609030	State District ID: 1062117
Mailing Address: 960 E. Teague AVE. Fresno, CA 93720-1704	Physical Address: 960 E. Teague AVE. Fresno, CA 93720-1704	Phone: (559) 327-6600
Type: Regular school	Status: Currently operational	Charter: No

School Details (2014-2015 school year)

County: Fresno County [schools in county](#)

Grade Span: (grades KG - 6)

KG 1 2 3 4 5 6

Locale: City: Large (11)

Magnet: No

Total Students: 613

Classroom Teachers (FTE): 21.00

Student/Teacher Ratio: 29.19

Title I School: No

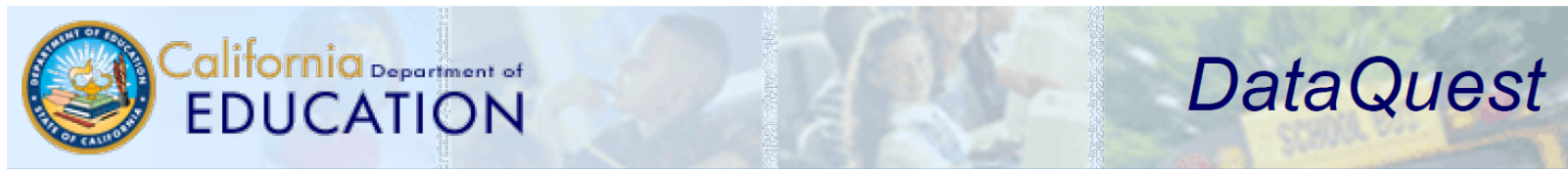
Title I School-Wide Program: †



How to find the Free and Reduced Lunch Percentages

1. Go to <http://dq.cde.ca.gov/dataquest/>

Change Text Size: [A](#) [A](#) [A](#)



[CDE Home](#) | [Enrollment and Staffing Data Files](#) | [API Home](#) | [AYP Home](#) | [CAHSEE Home](#) | [CELDT Home](#) | [CAASPP Home](#) | [STAR](#) | [Testing Home](#)

DataQuest helps you find facts about California schools and districts.

To create a report: (1) select a Level, (2) select a Subject, and (3) click on the "Submit" button.

- [What's NEW?](#) DataQuest Change Log
- [What's in DataQuest?](#)
- [QuickQuest](#) lets you find answers fast!
- [Our Parents Page](#) is another way to find data.
- [Contact information for program related questions](#)
- [California School Directory](#)
- [Help on using DataQuest](#)
- [DataQuest Reporting Levels](#)
- [DataQuest Reporting Schedule](#)
- [Data Privacy](#)

1. Select Level:

Level:

2. Select Subject:

Subject:

3. Click Submit:

How to find the Free and Reduced Lunch Percentages

2. Enter the school name or district information

Change Text Size: [A](#) [A](#) [A](#)



[CDE Home](#) » [DataQuest](#) » Select Criteria

Select Year of Data and Enter a Portion of the School Name

1) Determine a time frame.

Single year -- select year:

2) Type a portion of the name then press the "Submit" button.

How to find the Free and Reduced Lunch Percentages

3. Select the “Free or Reduced Price Meals” box.

School data

<input type="checkbox"/> Type of School/District	<input type="checkbox"/> Grade Span	<input type="checkbox"/> Number of Schools	<input type="checkbox"/> Pupil Teacher Ratio
<input type="checkbox"/> Avg class size			

Socio-economic Indicators

<input checked="" type="checkbox"/> Free or Reduced Price Meals	
---	--

Student Data

<input type="checkbox"/> Enrollment	<input type="checkbox"/> English Learners (EL)	<input type="checkbox"/> Fluent-English-Proficient (FEP) students	<input type="checkbox"/> Students Redesignated FEP
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Students by Ethnic Designation - Number and Percent

<input type="checkbox"/> Hispanic or Latino of Any Race	<input type="checkbox"/> African American, Not Hispanic	<input type="checkbox"/> American Indian or Alaska Native, Not Hispanic
<input type="checkbox"/> Asian, Not Hispanic	<input type="checkbox"/> Filipino, Not Hispanic	<input type="checkbox"/> Pacific Islander, Not Hispanic
<input type="checkbox"/> White, Not Hispanic	<input type="checkbox"/> Two or More Races, Not Hispanic	<input type="checkbox"/> None Reported

Graduates Prior Year

<input type="checkbox"/> Graduates	<input type="checkbox"/> Grads Completing UC/CSU Classes
--	--

Dropouts (Grade 9-12) Prior Year

<input type="checkbox"/> Number of Dropouts (9-12)	<input type="checkbox"/> 1 yr dropout rate (9-12)	
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Staffing

<input type="checkbox"/> FTE Administrators	<input type="checkbox"/> FTE Pupil Services	<input type="checkbox"/> FTE Teachers	<input type="checkbox"/> # Classified staff
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Technology Data

<input type="checkbox"/> # Computers less than 48 months old	<input type="checkbox"/> # Students Per Computer Less Than 48 months old	<input type="checkbox"/> # Classrooms with High Speed Internet Connection
--	--	---

Select an Agency

SUNSET HILLS ELEMENT -- POWAY UNIFIED -- 3768296-6093231 ▾
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Internet | Protected Mod

How to find the Free and Reduced Lunch Percentages

Selected School Level Data
Sunset Hills Element--Poway Unified --3768296-6093231
for the year 2015-16

- Click on the school name to run other reports for the same school.
- Click on "District Total", "County Total" or "State Total" to view reports at that level.

School	CDSCode	Free & Reduced Price Meals	Enrollment Used for Meals
Sunset Hills Elementary	37682966093231	74 (15.9%)	464
District Total:		5,789 (16.2%)	35,771
County Total:		259,517 (51.4%)	504,603
State Total:		3,665,445 (58.9%)	6,227,268



What Happens if Program is Oversubscribed?

- Preference points are assigned to each application (SFP Regulation Section 1859.164.1)
 - 160 maximum points possible
 - Relieving District Overcrowding Up to 40 points
 - Low Income Up to 40 points
 - Non-Profit Status 40 points
 - Existing Facilities (rehab) 40 points
- Combo rehab/new construction projects will receive points as one project

What Happens if Program is Oversubscribed?

- Funding matrix used to determine funding order (SFP Regulation Section 1859.164.)
 - Geographical Region One, Two, Three, or Four
 - Regions defined in SFP Regulation Section 1859.2
 - Urban, Rural, or Suburban areas
 - Based on locale code number
 - Locales defined in SFP Regulation Section 1859.2
 - Large, Medium, or Small Charter Schools
 - School size defined in SFP Regulation Section 1859.2
 - K-6, 7-8, or 9-12 grade levels
 - Based on highest grade served in project

After Receiving a PA

Determine if Charter Will Hold Title

- Submit request to hold title per EC 17078.63(a)(3) and SFP Regulation Section 1859.172
- Request must be approved by SAB
- New construction projects only
- Must be determined prior to:
 - Executing Charter School Agreements
 - Release of site acquisition or new construction funding

After Receiving a PA

- Determine if Charter Will Hold Title (cont.)
- Special requirements per EC 17078.63(a)(3)
 - Title held in trust for the benefit of the state public school system
 - Lien for total amount of funds provided by the state
 - Restrictive covenant specifying facility used for public school purposes
 - Remainder interest to successor charter school, then school district, then board if when facility no longer used by applicant charter school

After Receiving a PA

Accessing Funding

- Advance funding available for design and site acquisition
- Priority Funding Process
 - Advance on Unfunded List (Lack of AB 55 Loans)
 - Participate in bi-annual certification round
 - 30 day period in May/June and November/December
 - Certify that funds can be requested within 90 days of Funded Approval for design and full grant, 180 days for site acquisition
 - Wait for bond sale
 - Generally Spring and Fall

After Receiving a PA

Access Advance Funding (cont.)

- Receive SAB Funded Approval
- Execute Charter School Agreements (CSFA)
 - Memorandum of Understanding
 - Funding Agreement (if taking loan)
 - Use Agreement if title not held by charter
- Current financial soundness (CSFA)
- Additional requirements for site acquisition and when charter holds title
- Submit *Fund Release Request Form (Form SAB 50-05)*

Converting Your PA

- Must submit conversion application 4 years from date PA awarded
 - one-time, one-year extension
- Final DSA and CDE plan approval
- Final CDE site approval for new construction, or if site not previously approved by CDE
- Close escrow if purchasing site
- Submit complete and valid *Application for Funding (From SAB 50-04)*

Converting Your PA

Conversion Application

- OPSC determines actual total cost
- Financial Soundness Determination
- SAB Unfunded Approval
- Placed on Unfunded List (Lack of AB 55 Loans)
- Priority Funding Process
 - At this phase charter will receive occurrences
 - Not participating in certification
 - Not making deadline to submit Form SAB 50-05
 - Two occurrences will result in project rescission

Projects In Process

Funding can reimburse completed projects

- All CSFP/SFP requirements must be met
 - See certifications section of Form SAB 50-04
 - PWM compliance for projects with construction contracts awarded on or after January 1, 2012 to June 24, 2014
 - DIR notified within 5 days of initial contact award for projects with construction contracts awarded after January 1, 2012
- **Cannot occupy new construction projects prior to OPSC receipt of a complete Form SAB 50-04**

OPSC Website

- CSFP
 - <http://www.dgs.ca.gov/opsc/Programs/charterschoolfacilitiesprogram.aspx>
- Current Form SAB 50-09
 - <http://www.dgs.ca.gov/opsc/Forms/formsbynumber.aspx>
- PTN Generator
 - <https://www.dgsapps2.dgs.ca.gov/OPSC/PT/Login.aspx>
- Priority Funding information
 - <http://www.dgs.ca.gov/opsc/Home/PriorityFunding.aspx>
- SFP Handbook
 - <http://www.dgs.ca.gov/opsc/Resources/Guides.aspx>

CSFP Contacts

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- (916) 376-8959
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Erin Cunneen, Project Manager

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- erin.cunneen@dgs.ca.gov

Charter School Facilities Program Proposition 51



2017 Funding Round



Program Overview

- State provides 50% of project cost as a grant
- Applicant is responsible for 50% of project cost (local matching share)
- Local matching share can be satisfied by lump sum payment or through funding agreement
 - Term not to exceed 30 years
 - Low fixed interest rate, approximately 2.00%
 - Payments made using the intercept mechanism
- Title to project held by school district, local governmental entity, or charter school (held in trust for CA educational system)



Role of CSFA

- Assess financial soundness of applicant
 - Preliminary (initial application)
 - Advance (design and site acquisition)
 - Final apportionment (all permits in place, ready to build)
- Conduct ongoing monitoring of recipients
- Administer Program agreements on behalf of the State



Program Agreements

- Agreements must be executed prior to fund release
- Memorandum of Understanding
 - State, Title Holder (Charter School, District, or Government Entity)
- Funding Agreement
 - State, Charter School
- Facility Use Agreement, if applicable
 - Charter, District (if district is holding title)

Financial Soundness Evaluation



- Eligibility criteria
 - Charter in place, 2 years of operations
- Ability to maintain stable financial operations
 - 1X or greater debt service coverage
- Material risks that would threaten the financial or operational viability
 - Civil or criminal disclosures, or threat of charter revocation
- Past, current, and future financial performance
 - audits, budgets, cash flow, reliance on contributions, enrollment and ADA trends and assumptions

Financial Soundness Evaluation (cont.)



- Student performance trends (Smarter Balanced data as reported by CDE)
- Qualifications of management and personnel
 - Resumes, adequacy of expertise
- Standing with authorizer and compliance with charter
 - Good standing notification from authorizer
- Financial Soundness status valid for 12 months

Financial Soundness Board Report Outline



- EMO and Charter School Background
 - History
 - Enrollment Information
 - Board Make-up
 - Demographics
 - Student Performance
- Eligibility Information
- Project Description/Scope
- Financial Indicators/Debt Service Coverage



Required Application Materials

- ***CSFA Application Form 03-01***
 - Submitted simultaneously with SAB Form 50-09
- ***Part 1 - Applicant Information***
 - Applicant name and contact information
 - Legal structure/management information
 - EMO financial and management information, if applicable

Required Application Materials



- ***Part 2 – Charter Information***
 - Description of charter curriculum
 - Description of competitive advantage
 - Charter authorizer contact information
 - Articles of Incorporation and By-Laws
 - Current charter/petition
 - Copy of business plan or strategic plan



Required Application Materials

- ***Part 2 – Charter Information (continued)***
 - MOU and agreements w/ charter authorizer
 - Enrollment and waiting list data
 - Student retention data
 - Student performance data
 - Key staff information and resumes
 - Governing board information and resumes

Required Application Materials



■ ***Part 3 – Financial Information***

- Organization budgets for the current and future fiscal years
- Audited financial statements for the last three years
- Description and verification of contributions from third parties
- Material contract information
- Financial information related to guarantor, if applicable

Required Application Materials



- ***Part 4 – Proposed Project Information***
 - Project facility description and location
 - Type of project – construction, renovation, rehabilitation
 - Anticipated project costs, per OPSC’s calculator
 - Anticipated dates of advances for design costs and/or site acquisition
 - Anticipated date instructional operations will begin



Required Application Materials

- ***Part 5 – Charter Management Experience***
 - For schools with less than 2 years of operations, eligibility can be met by demonstrating previous California charter school experience
 - If organization applying on behalf of schools does not meet 2 year requirement, the following information must be submitted:
 - Education Plan
 - Financial Resources
 - Facilities Expertise
 - Management Experience



Required Application Materials

- ***Part 6 – Guarantor Information***
 - Guarantor can be an individual, government entity, for-profit or non-profit organizations
 - Demonstrate financial ability and commitment to guaranty the CSFP obligation
 - Completed commitment letter
 - Legal status questionnaire
 - Financial and operational information

*Online application will be available May 1st



Contact Information

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Website: **<http://www.treasurer.ca.gov/csfa>**

Charter School Facilities Program

California Department of Education
School Facilities and Transportation
Services Division

Lisa Constancio, Consultant





Background

- *Education Code, Section 17078.54(c)(1)(A)*
 - CDE approval for charter school applications
- *Education Code, Section 17251*
- *California Code of Regulations, Title 5, Sections 14001, 14011-12, and 14030-36*



Charter School Facilities Program (CSFP)

- Charter schools or districts on behalf of charter schools may apply for a preliminary apportionment
- Applications being accepted February 6, 2017 – June 5, 2017
- Applications are submitted to the Office of Public School Construction (OPSC)



California Department of Education's (CDE) role

- For all projects New Construction or Rehab:
 - CDE provides the recommended acreage for preliminary apportionment to OPSC
- Letter from CDE will include a maximum and minimum acreage
- Letter from CDE must be included in application to OPSC



CDE Recommended Acreage (cont)

Information needed from applicant for CDE recommended acreage letter:

- Grade configuration of school
- Planned student capacity
- Parking
- Physical Education program (if applicable) and space needed
- Multi-level?

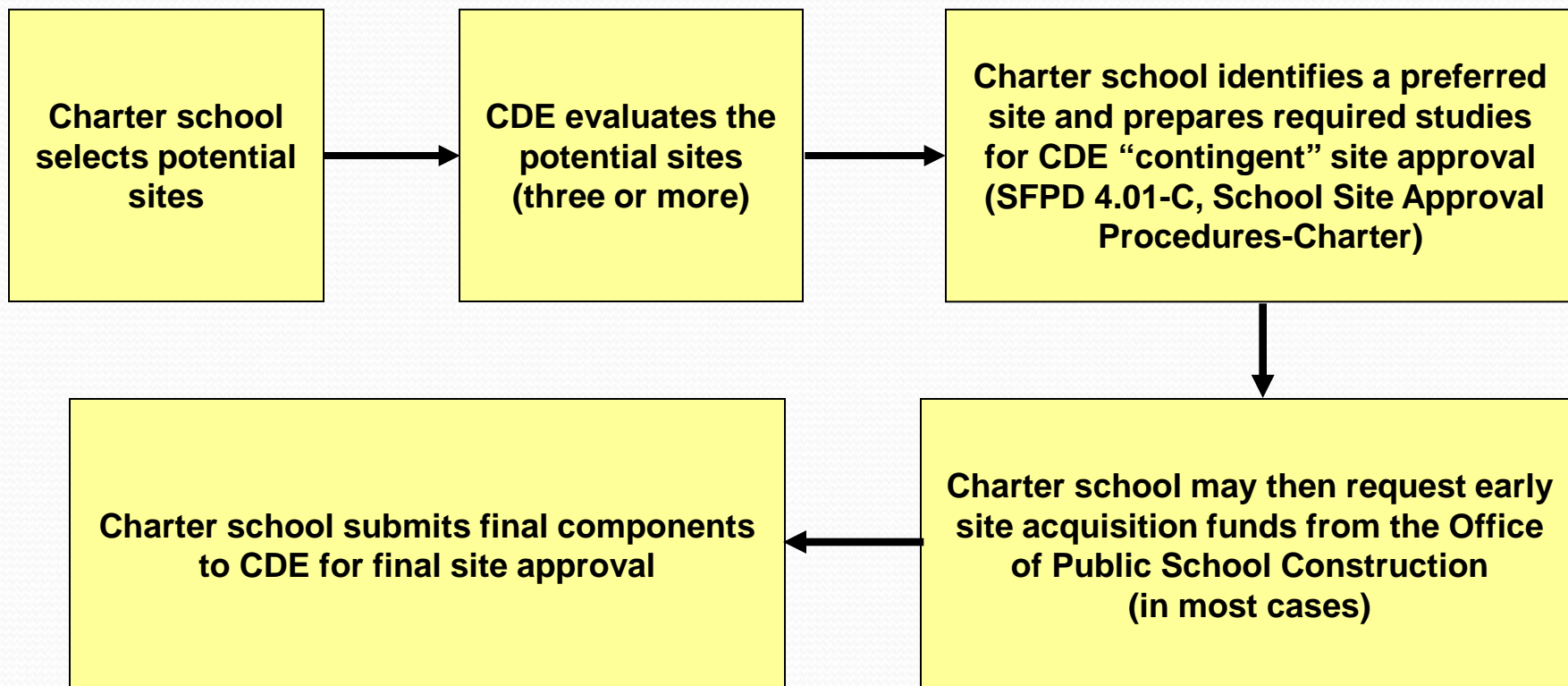


After Preliminary Apportionment

- Site and Plan Approvals required from CDE
- Approval letters included with Funding application to OPSC

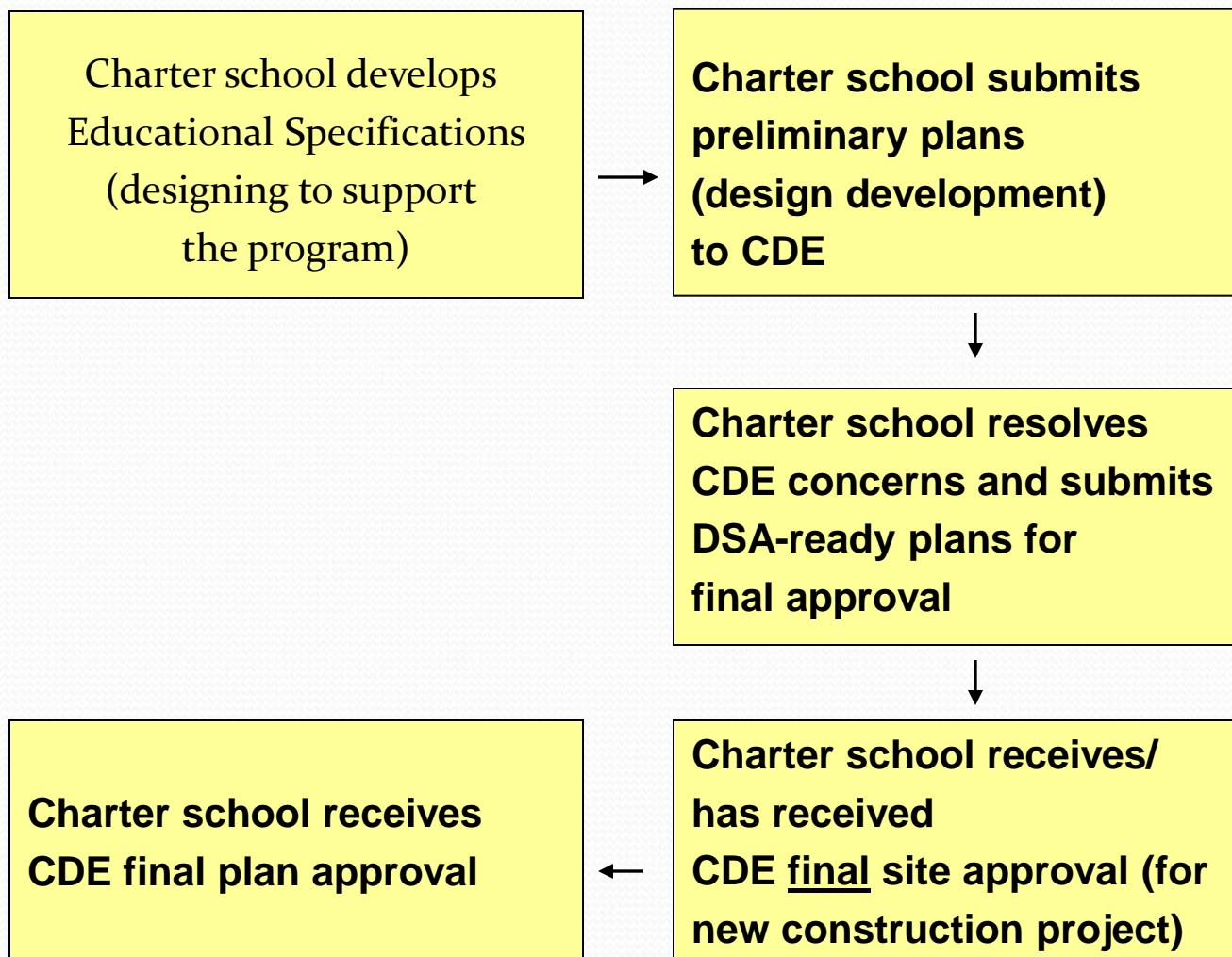


Site Approval Process Overview





Plan Approval Process Overview





Resources for Evaluating Potential School Sites

- School Site Analysis and Development Guide
- School Site Selection and Approval Guide
- Local school districts
- Local planning agency
- Architects



CDE Web Site Resources

- Educational Specifications: Linking Design of School Facilities to Educational Program, 1997
- School Site Analysis and Development Guide, 2000
- School Site Selection and Approval Guide, 2000
- *California Code of Regulations, Title 5*
- Small School Site Policy
- Staff Assignments



CDE Address and Web Site

California Department of Education
School Facilities Planning Division

1430 N Street, Suite 1201

Sacramento, CA 95814

(916) 322-2470

<http://www.cde.ca.gov/ls/fa/>

Charter School Facilities Program Contact:

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