

**ADOPT**  
**CALIFORNIA SCHOOL  
FINANCE AUTHORITY**

**State Charter School Facilities  
Incentive Grants Program  
(CFDA #84.282D)**

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# State Charter School Facilities Incentive Grants Program APPLICATION – CSFA FORM 05-01

## Applicant Information

Legal Name of Organization Applying on Behalf of the Charter School:		
Mailing Address:		
City	State	Zip
Contact Person:		Title:
Telephone #:	Fax #:	E-mail Address:

## Charter School Information

Official Name of Charter School:		Charter #:	County District-School Code:
Street Address:		Name of Principal:	
City	State and Zip:	Date Instructional Operations Began:	
Chartering Authority:		Chartering Authority Mailing Address and Fax Number:	
Chartering Authority Contact Name and E-mail*:		School District Where Charter School is Located:	
Is the Charter School a Nonprofit Entity or Operated by a Nonprofit Entity? <input type="checkbox"/> Yes <input type="checkbox"/> No		Official Name of Legal Owner of Property:	

*\*When the chartering authority is a school district, the Contact Name should be the Superintendent of the district.*

**Purpose of Grant Funds**—Please refer to Section 10178 of the Program Regulations for eligible program costs, and to Section 10179 for maximum annual grant award.

Check one:

- Rent, lease, mortgage or debt service payments  
Annual Amount of Grant Funds Requested: \$ \_\_\_\_\_
- Purchase, design, renovation and/or construction costs of land and facilities  
(Note: For construction projects, a detailed description of the project is required. Refer to Section 10181 of Program Regulations for contents of application.)  
Amount of Grant Funds Requested: \$ \_\_\_\_\_

***Please type or print all responses. Incomplete or illegible applications may not be considered.***

**State Charter School Facilities Incentive Grants Program  
Disclosure Related to Applications to the Charter School Facility Grant  
Program (SB740)**

Please indicate whether the Applicant intends to apply for funding through the Charter School Facility Grant Program (SB 740) for the same fiscal year.

Yes

No

Please provide a brief description of the types of costs that are to be requested through the Charter School Facility Grant Program for the same fiscal year.

If reimbursement for lease costs is being requested, please provide the name of the landlord and address for each associated lease.

If reimbursement for costs other than lease costs is being requested for the same fiscal year, please provide the physical addresses of the school sites for which the Applicant is requesting reimbursement through the Charter School Facility Grant Program .

***Please type or print all responses. Incomplete or illegible applications may not be considered.***

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## State Charter School Facilities Incentive Grants Program Applicant Agreement and Certification

The applicant hereby submits this application to the California School Finance Authority (Authority) for the purpose of determining whether the applicant is eligible to be awarded a State Charter School Facilities Incentive Grants award.

The applicant understands that it may be required to return all or a portion of the grant funds, including any investment earnings, if the applicant fails to use the funds as approved. In cases where the grant will fund architect, design, or engineering fees or land acquisition costs as part of a construction project, the applicant may be required to return all grant funds and any investment earnings if the Authority cannot determine the associated larger construction project has been completed, based on timelines provided within the application. Grants funds shall only be used in the manner described in the application, unless the Authority, pursuant to Section 10186, approves a change in writing.

The applicant understands that all project and financial records are subject to audit and inspection by the Authority and the Bureau of State Audits.

The applicant understands that it has either disclosed all legal information or has no legal information to disclose.

The applicant agrees to notify the Authority in writing at the time of project completion with evidence of completion included.

The applicant agrees to provide all documents and information required by law and meet all necessary requirements and deadlines prior to the release of any funds.

The applicant agrees to immediately notify the Authority of any material change to the charter school's enrollment, student performance, charter status, legal status or financial condition that occurs between the time of application and when the final reports have been received and approved.

The applicant agrees that for all construction projects, a copy of the executed construction contract and all required permits will be provided no later than one year the award date.

The applicant understands that the Authority may verify the information provided and analyze materials submitted as well as conduct its own investigation to evaluate the application. The applicant acknowledges that the information submitted to the Authority in this application or supplemental thereto may be subject to the Public Records Act or other disclosures. The applicant understands that the Authority may make such information public. In carrying out the development and operation of the proposed project, the applicant agrees to comply with all applicable federal and state laws, and will abide by all the Authority program requirements. The applicant agrees to hold the Authority, its members, officers, agent, and employees harmless from any matters arising out of or related to the applicant's project.

The applicant represents that it has read and understands Title 4, California Code of Regulations, Sections 10175 through 10191. The applicant acknowledges that all materials and requirements are subject to change by enactment of state legislation or revisions to regulations promulgated by the Authority.

The applicant declares under penalty of perjury that the information contained in the application, exhibits, attachments, and any further or supplemental documentation is true and correct to the best of its knowledge and belief. The applicant also declares under penalty of perjury that, to the best of its knowledge, it has complied with 34 CFR 75.525(a) and (b) to ensure that there are no apparent or actual conflicts of interest. The applicant understands that misrepresentation may result in the cancellation of the application and other actions, which the Authority is authorized to take.

Signature of Applicant's Senior Official: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

# State Charter School Facilities Incentive Grants Program Application Document Checklist

This checklist is provided to assist applicants in ensuring that a complete Application Package is filed with the Authority. A complete Application Package must contain one completed hard-copy Application form (CSFA Form 05-01) that includes items 1 – 4, listed below, as well as of each of items 5 - 10 listed below, where applicable, submitted via hard-copy, CD Rom, or flash drive. **Place a check mark (✓) in the space provided. If an item does not apply, please enter “n/a”,** attach an explanation, and submit together with the Application. Include this application checklist with your application package. If an Applicant is reapplying and has current documents relating to item 6 or 7 on file with the Authority, please indicate the specific document that is on file with the Authority.

### Applicable Items

- 1. Application (CSFA Form 05-01 (rev. 10/2015) (1 page)
- 2. Disclosure Related to Applications to the Charter School Facility Grant Program (1 page)
- 3. Applicant Agreement and Certification with original signature (1 page)
- 4. Legal Status Questionnaire (with two signatures) (1 page)
- 5. Evidence that the school is organized under Section 501(c) (3) of the Internal Revenue Code or is a nonprofit public benefit corporation under California Corporations Code Section 5110, et seq., if applicable.
- 6. Copy of the lease contract, rental agreement, or other documentation verifying required annual payments.
- 7. Copy of current charter petition/agreement and confirmation of the term.
- 8. When applicable, evidence that there are no outstanding issues related to the California Environmental Quality Act and any other applicable governmental codes.
- 9. For all construction or renovation projects, proof of site control. Such proof may consist of (1) a current title report issued no more than 90 days prior to application submission showing ownership of the site; or (2) a valid, current, enforceable contingent purchase and sale agreement or option agreement between the Applicant and the owner of the subject property, including evidence that all extensions necessary to keep the agreement current through the grant period.
- 10. For all construction or renovation projects, provide a description of the facilities to be constructed or renovated.

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**State Charter School Facilities Incentive Grants Program  
LEGAL STATUS QUESTIONNAIRE**

1. Disclose material information relating to any legal or regulatory proceeding or investigation in which the applicant/borrower/project sponsor is or has been a party and which might have a material impact on the financial viability of the project or the applicant/borrower/project sponsor. Such disclosures should include any parent, subsidiary, or affiliate of the applicant/borrower/project sponsor that is involved in the management, operation, or development of the project.

Response: \_\_\_\_\_

2. Disclose any civil, criminal, or regulatory action in which the applicant/borrower/project sponsor, or any current board members (not including volunteer board members of non-profit entities), partners, limited liability corporation members, senior officers, or senior management personnel has been named a defendant in such action in the past ten years involving fraud or corruption, or matters involving health and safety where there are allegations of serious harm to employees, the public, or the environment.

Response: \_\_\_\_\_

*Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), charters, complaint or filing, and the outcome.*

**Signatures on behalf of (school name):** \_\_\_\_\_

I/We attest that we have provided full disclosure *as indicated* in response to the items #1 and #2 above.

\_\_\_\_\_  
Signature of Principal, CEO, or Lead Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name:

\_\_\_\_\_  
Signature of President or Chair of Governing Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name