

Question	Answer
<b>1. SB 740 Program Eligibility</b>	
1a. What is FRPM?	Free or Reduced Price Meal shall mean the percentage of enrolled students in grades Kindergarten through 12th grade or students ages 5 through 17, whichever is greater, and certified through the annual Fall 1 data submission to the California Longitudinal Pupil Achievement Data System (CALPADS).
1b. What is ADA?	Certified classroom based Average Daily Attendance from California Department of Education (CDE).
1c. What is the invoice cycle for the SB740 Program?	Schools are only able to submit invoices dated during the state fiscal calendar. (July 1, 2014 - June 30, 2015)
1d. Our school has not received funding this year as the school's FRPM was below 70%. Will the school be awarded during True-Up?	Each school's eligibility will be re-evaluated after the Authority receives P-2 FRPM data from CDE. The Authority anticipates receiving this data by early May 2015.
1e. How is the school's FRPM eligibility determined?	<p>The following criteria is used to determine a school's eligibility: <b>Priority 1 schools</b></p> <ul style="list-style-type: none"> <li>• Seventy percent (70%) or more of the student enrollment at the charter school site is eligible for FRPM</li> <li>• The charter school site for which grant funds are requested is physically located in the attendance area of a public elementary school in which seventy percent (70%) or more of the pupil enrollment is eligible for FRPM and the school site gives preference in admissions to pupils who reside in the elementary school attendance area where the charter school is located.</li> </ul>
1f. Has the SB740 Program's FRPM eligibility been lowered to 60% (per AB948)?	<p>In any year in which additional funds remain after state and federal funds have been allocated to applicants that meet the 70% eligibility criteria, the Authority shall expand eligibility to additional charter schools that are eligible by reducing the FRPM threshold one percentage point at a time, but in no case below sixty percent (60%), until all remaining funds are allocated. If oversubscribed for any given percentage below 70%, eligible applicants in that percentile shall be funded on a pro-rata basis.</p> <p><b>(Priority 2 Schools)</b></p> <p><i>Note: The 60-69% eligibility threshold only applies to the charter school's FRPM not the local Elementary.</i></p>

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1g. Our charter's FRPM dropped from 71% to 69%. Does the school need to return the 1st and 2nd disbursements?	<p>SB740 <b>Priority 1</b> is to award schools whose FRPM meets the criteria in 1e. (70%+ for either the charter or its local Elementary).</p> <p><b>Priority 2</b> so long as funds remain the Authority is able to lower the FRPM eligibility threshold 1% point at a time until funds are exhausted and in no case below 60%.</p> <p><b>Priority 2</b> schools may need to return funds if the program is oversubscribed.</p>
1h. Is the school eligible if it owes money to other programs or is it delinquent?	<p>A charter school and the Charter/Management Organizers must be in good standing with all of the programs administered by CSFA. For example, a school cannot be delinquent on CSRLF loans or owe back grant funds to another program administered by CSFA, and receive funding through the program.</p>
1i. For schools whose award is capped at ADA, is it necessary to submit invoices and/or complete the invoice wizard? If not, what should the submission for those schools consist of?	<p>The Authority has not received P-2 ADA information and is advising all schools to submit the Invoice Template Wizard. If a school does not believe it will be eligible for additional funding beyond their facilities rent/lease then the school is not required to submit invoices or the invoice wizard. The Authority requests a confirmation email from schools not requesting reimbursement of Other Costs.</p>
1j. How is the grant award amount calculated?	<p>Grant awards are calculated:</p> <ul style="list-style-type: none"> <li>• Using the school ADA multiplied by \$750 (<math>121.5 \times \\$750.00 = \\$91,125.00</math>) or</li> <li>• 75% of the school lease cost (<math>\\$125,000.00 \times .75 = \\$93,750</math>)</li> </ul> <p>The maximum award is \$91,125.00 the lesser of the two calculations</p>
1k. Are the August initial disbursements prospective or retrospective?	<p>The August initial disbursements are projected facility costs based upon the current year lease terms.</p>

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<b>2. Invoice Submission</b>		
2a.	Does the school need to submit an Invoice Wizard Template if it is only being reimbursed for lease costs?	The Invoice Template Wizard is exclusively for the facility's Other Costs. Lease costs are calculated based upon terms of the lease agreement submitted to Authority. Schools with new lease agreements are to submit the current lease agreement to the Authority for final True-Up.
2b.	My school rents month-to-month, what documents are required? Does the school need to submit the Invoice Wizard Template?	Lease costs are not part of the Invoice Template Wizard. Schools with month-to-month rental agreements are required to submit the monthly statements and can submit them with the invoice spreadsheet. However, the lease cost are calculated on the final school calculator and not entered on the Invoice Template Wizard.
2c.	What does the Authority consider as Proof of Payment?	Proof of Payment must include: vendor name, purchase/project date, purchase/project amount, project location, and project description. The following forms are eligible: <ul style="list-style-type: none"> <li>• Vendor's invoice</li> <li>• Purchase Order (supporting documents)</li> <li>• Receipt</li> <li>• Copy of cancelled check</li> <li>• Copy of bank statement</li> </ul>
2d.	What if the school only has a receipt that does not include the project's location or description?	Ensure to write next to or on the Proof of Payment all of the following if they are not present: <ul style="list-style-type: none"> <li>• Vendor name</li> <li>• Purchase/project date</li> <li>• Purchase/project amount</li> <li>• Project location</li> <li>• Project description</li> </ul>

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2e. In the past, the Authority has requested corresponding county issued Warrant Registers for the invoices. Is this no longer required?	The Authority will review reimbursement costs submitted by each school. Proof of Payment must include: vendor name, purchase/project date, purchase/project amount, project location, and project description.
2f. My school had an increase in ADA and FRPM, will the Authority review my final disbursements?	The Authority will receive final P2 data from California Department of Education. This data is the final ADA and FRPM for the school and used to determine the school's True-Up reimbursement.
2g. My school had a decrease in ADA, how will this affect my school's funding?	Schools where the ADA has decreased will be reviewed by the Authority and may need to return disbursed funds. Schools receive the initial disbursement based on the previous year P2 data calculation (2013-14).
2h. The PDF copies of the invoices are too large to mail as an attachment. Can the school send as a .zip file document? The instructions clearly say to send the Invoice Template and attachments as PDF files. Should the school send in two separate emails?	The Authority is able to accept .zip files and PDF files with a maximum file size of 30MG. Schools with larger files are encouraged to separate email files identifying invoice File 1, File 2, etc. Schools submitting multiple emails are to identify the school's name in the subject line and submit all attachments to <a href="mailto:csfa@treasurer.ca.gov">csfa@treasurer.ca.gov</a> Applicants may also use a PDF compressor.
2i. What if the school has Other Costs related to the school after May 1st Invoice submission deadline?	The school can be reimbursed for eligible costs incurred during the current fiscal year. (July 1, 2014 - June 30, 2015) Expenses incurred after the May 1 deadline are due to the Authority within 45 calendar days of the school's last day of instruction.
2j. How should the school notify the Authority about expenses occurring after the May 1st Invoice Wizard Template submission deadline?	Schools anticipating expenses after May 1st are encouraged to notify the Authority with the suggested language "School (insert School name) anticipates additional invoices and will provide documentation for the final disbursement which reflect all eligible expenses incurred July 1, 2014 - June 30, 2015."

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<b>3. Eligible Other Costs</b>	
3a. The school has an invoice dated in the previous fiscal year (June 28, 2014) and the invoice was paid on July 5, 2014. Is this invoice eligible for reimbursement?	The school's invoice is ineligible for reimbursement as costs were incurred during the 2013-14 state fiscal year. For the 2014-15 True-Up, only invoices dated during the state fiscal calendar (July 1, 2014 - June 30, 2015) are eligible for reimbursement.
3b. Can the Authority define Other Costs eligible for reimbursement?	<p>The following items are eligible Other Costs reimbursement items:</p> <ul style="list-style-type: none"> <li>• Remodeling: Modification or extending the structure of an existing building.</li> <li>• Deferred Maintenance: Repairs and maintenance to the facility including but not limited to repairing electrical systems, air conditioner, waxing floors, repairing locks, etc.</li> <li>• Installation: Placing new equipment in position ready for use</li> <li>• Materials: Purchased supplies used in or for an eligible project</li> <li>• "Project Description" the materials purchased and how the materials were utilized i.e. ("plumbing supplies, used to install new toilet in 4-6 boys bathroom")</li> </ul> <p>Maintaining/Repairing Common Areas:</p> <ul style="list-style-type: none"> <li>• Landscaping- Cost of materials and services</li> <li>• Janitorial- Cost of materials and services</li> <li>• Utilities- Costs associated with electricity, water, communication, public waste disposal</li> <li>• Insurance- costs associated with property insurance and property liability</li> <li>• Property Taxes- taxes assessed by the County Assessor's office</li> </ul>
3c. Are Landscaper's / Janitor's salary and benefits eligible?	Landscaping and Janitorial services are eligible for reimbursement. Including the cost of materials and services. Employee benefits are not eligible.
3d. Are manager's salaries and benefits eligible for reimbursement?	Maintaining/Repairing Common Areas are limited to maintaining and repairing the facility and its common areas. Manager's salaries and benefits are not eligible for reimbursement.

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3e. Can schools be reimbursed for costs associated with adding to/remodeling a current facility?	The costs associated with remodeling a current facility can be submitted as Other Costs at the end of the fiscal year (May 1 Invoice Template Wizard submission).
3f. Are insurance, utilities and other costs reimbursable for charter owned building(s)?	No, Other Costs can only be reimbursed for facilities that have eligible rent/lease costs. See SB740 Regulations Section 10170.4(a)(2).
3g. Are insurance, property taxes, and Other Costs reimbursable for charter owned debt-service building(s)?	Yes, debt-service facilities with eligible facility costs may be reimbursed for insurance, property taxes, and Other Costs described in SB740 Regulations Section 10170.4(a)(2).
3h. Will the new regulation changes be in effect for the 2014-15 "True-Up"?	The Authority Board of Directors approved the proposed regulations at the March 11, 2015 meeting. Currently the proposed regulations are being reviewed by the Office of Administrative Law with an anticipated adoption in late April 2015. Invoices for the 2014-15 True-Up are due May 1, 2015 after the adoption of the proposed regulations.
<b>4. Supplant Supplement</b>	
4a. Can the Authority provide clarification on participating in both Incentives Grant Program and SB740 Program?	Charter schools may apply for both programs; however, charter schools that receive grant funds authorized under either of these two programs should be aware that they may not receive funding in excess of 75% of annual lease costs through either program, or in combination with either program, for any one school year. Additionally, a school's eligible costs will be funded from the Charter School Facility Grant Program before getting funded through this Program. As the federal program is intended to supplement and not supplant state funding for charter schools, schools must maximize their award for eligible costs under the state program first. To that end, staff will be reviewing applicants' eligibility and funding history under the state program when finding schools eligible for this Program, and when making a final funding determination.