

**State of California
Office of Administrative Law**

In re:
California School Finance Authority

Regulatory Action:

Title 04, California Code of Regulations

Adopt sections:

Amend sections: 10170.2, 10170.3, 10170.4,
10170.5, 10170.6, 10170.7,
10170.8, 10170.9,
10170.10, 10170.11

Repeal sections:

**NOTICE OF APPROVAL OF EMERGENCY
REGULATORY ACTION**

**Government Code Sections 11346.1 and
11349.6**

OAL Matter Number: 2016-0114-03

OAL Matter Type: Emergency Readopt (EE)

This is the second readoption by the California School Finance Authority (Authority) of emergency action no. 2015-0417-01E (first readopted in emergency action no. 2015-1015-03EE), which implements regulations to govern administration of the Charter School Facility Grant Program, under which the Authority administers approximately \$112,000,000 in general fund assistance to charter schools for facilities rent and lease costs.

OAL approves this emergency regulatory action pursuant to sections 11346.1 and 11349.6 of the Government Code.

This emergency regulatory action is effective on 1/25/2016 and will expire on 4/26/2016. The Certificate of Compliance for this action is due no later than 4/25/2016.

Date: January 25, 2016


Eric J. Partington
Attorney

For: DEBRA M. CORNEZ
Director

Original: Katrina Johantgen
Copy: Katrina Johantgen

TEXT OF REGULATIONS
CALIFORNIA CODE OF REGULATIONS
Title 4, Division 15, Article 1.5
Charter School Facility Grant Program

Section 10170.2. Definitions. [Readopted with no changes]

For the purposes of this article, the following words and phrases shall have the meaning as described below:

- (a) "Applicant" shall mean the Charter School, educational management organization or charter management organization applying on behalf of a Charter School for a grant under this article.
- (b) "Application" shall mean the Charter School Facility Grant Program Application (CSFA Form 740-01; revised March 11, 2015), incorporated herein by reference, as developed by the Authority, and described in section 10170.6.
- (c) "Authority" shall mean the California School Finance Authority.
- (d) "Average Daily Attendance" (ADA) shall mean the unit of attendance, as reported by the Department for the second period of the school year.
- (e) "Chartering Authority" shall mean the school district, county board of education, or State Board of Education that granted a Charter School's petition to become a Charter School pursuant to Education Code section 47605.
- (f) "Charter School" shall mean a school established and operating pursuant to the Charter Schools Act of 1992 (Education Code section 47600, et seq.). Except where the defined term First Year Charter School is specifically used, Charter School shall also be meant to include schools that otherwise meet the definition of First Year Charter School.
- (g) "Department" shall mean the California Department of Education.
- (h) "Estimated Annual Entitlement" shall mean the estimated grant amount to which a Charter School is entitled as calculated pursuant to section 10170.7 prior to the first apportionment.
- (i) "Final Fiscal Year Entitlement" shall mean the final calculated grant amount to which a Grantee is entitled based on the calculation prescribed in section 10170.8.
- (j) "First Year Charter School" shall mean a school that anticipates beginning operations as a Charter School in the Fiscal Year for which it submits an Application and was not open the previous school year.
- (k) "Fiscal Year" shall mean the school year for which an Application for grant funds is submitted.
- (l) "Free or Reduced-Price Meal Eligibility" or "FRPM Eligibility" shall mean the percentage of enrolled students in grades Kindergarten through 12th grade or students ages 5 through 17, whichever is greater, eligible for free or reduced-price meals, as reported by the Department and certified through the annual Fall 1 data submission to the California Longitudinal Pupil Achievement Data System (CALPADS).
- (m) "Grantee" shall mean a Charter School determined by the Authority to be eligible for a grant.
- (n) "Invoice Report" shall mean the Charter School Facility Grant Program Facility Invoice Expenditure Report (revised February 25, 2015), herein incorporated by reference.
- (o) "Prior Year" shall mean the school year prior to the school year for which an Application is submitted.

Note: Authority cited: Section 47614.5, Education Code.

Reference: Section 47614.5, Education Code.

Section 10170.3. Eligible Applicant. [Readopted with no changes]

Any Applicant shall be eligible to apply for a grant if all of the following conditions are met:

- (a) The Application is submitted by or on behalf of a Charter School.
- (b) An approved charter has been awarded, is in place, and is current at the time of Application.
- (c) In the case of a First Year Charter School, a charter petition has been submitted for approval to the Chartering Authority and evidence, such as a copy of the charter petition, is submitted that the school anticipates beginning operations in the Fiscal Year for which an Application is submitted.
- (d) The Charter School meets one of the following criteria:
 - (1) Fifty-five percent (55%) or more of the student enrollment at the charter school site is eligible for free or reduced-price meals; or
 - (2) The charter school site for which grant funds are requested is physically located in the attendance area of a public elementary school in which fifty-five percent (55%) or more of the pupil enrollment is eligible for free or reduced-price meals and the school site gives a preference in admissions to pupils who are currently enrolled in that public elementary school and to pupils who reside in the elementary school attendance area where the charter school site is located.
 - (3) In the 2015-16 fiscal year, the Authority may conduct an additional funding round.
 - (4) In all subsequent funding rounds, all schools shall adhere to application dates outlined in section 10170.5.
- (e) The Charter School, educational management organization, or charter management organization is not in default with the requirement of all other programs administered by the Authority.

Note: Authority cited: Section 47614.5, Education Code.

Reference: Section 47614.5, Education Code.

Section 10170.4. Eligible Costs. [Readopted with no changes]

- (a) Grant funds may be applied toward a Charter School's facilities rent or lease costs for all of the following:
 - (1) Costs associated with facility rents or leases as evidenced by an executed rental or lease agreement;
 - (2) Costs associated with facility rents or leases, including, but not limited to, remodeling buildings, deferred maintenance, initially installing or extending service systems and other built-in equipment, improving sites, and common area maintenance charges that are based on the Charter School's usage of the facility are limited to maintaining and repairing the facility and its common areas; and
 - (3) Costs described in subdivisions (a)(1) and (a)(2) associated with portions of school district or county office of education facilities that are not existing school district or county office of education facilities and are not reasonably equivalent facilities received from their charter authorities.
- (b) Grant funds may not be apportioned for any of the following:
 - (1) Units of average daily attendance generated through nonclassroom-based instruction as defined in Education Code section 47612.5;
 - (2) Facility rent and lease costs associated with a Charter School's occupancy of existing district or county office of education facilities;

- (3) Facility rent and lease costs associated with a Charter School's occupancy of reasonably equivalent facilities received from its chartering authority pursuant to Education Code section 47614;
 - (4) Costs incurred to meet a Charter School's local match obligation for charter school facilities that receives funds pursuant to the Charter School Facilities Program; or
 - (5) Costs incurred for instructional costs including, but not limited to, salaries and benefits paid to teachers, instructional aides, the educational management organization or charter management organization responsible for managing the Charter School, or the chartering authority and existing district personnel.
- (c) Grant funds must be expended and liquidated within the guidelines of this article and the Charter School Facility Grant Program.
 - (d) No grant, whether for costs described in subdivision (a)(1), (a)(2), or a combination of both, shall exceed \$750 per unit of average daily attendance or 75% of the annual facility rent and lease costs for the Charter School for the Fiscal Year for which the Application is submitted, whichever is less.
 - (e) Where an application is for multiple school sites, each site's eligibility and costs will be evaluated separately. The average daily attendance applied to the determination of the grant, as described in subdivision (d), shall only be based on the eligible site(s).

Note: Authority cited: Section 47614.5, Education Code.

Reference: Section 47614.5, Education Code.

Section 10170.5. Application Submission. [Readopted with no changes]

Completed applications and all attachments shall be submitted to the Authority and shall include, at a minimum, the following items. All documents specified below may be submitted via hard-copy, CD Rom, or flash drive, except for the Application (CSFA Form 740-01) which must be submitted via hard-copy with original executed signatures. Applications may not be submitted by email or facsimile.

- (a) The Application for each grant year shall be made available by the Authority in the month of April. Application deadlines shall be 5:00 p.m. on the date five weeks from the date the application is made available by the Authority. The Authority shall make application materials available on the Authority's website and notify the public of the application release date.
- (b) For any funding round, under the following circumstances, an Application may be submitted after the initial Application deadline, but in no case later than October 15 of the Fiscal Year for which the Application is submitted:
 - (1) A Charter School relocates from a facility that was ineligible for a grant award to a facility that is eligible and the Application includes a description of the change in facility circumstances justifying a late Application; or
 - (2) A First Year Charter School.
- (c) For an additional 2015-16 funding round offered pursuant to section 10170.3(d)(3), the Application will be made available by the Authority in the month of January 2016. The Application deadline shall be 5:00 p.m. on the date three weeks from the date the Application is made available by the Authority. The Authority shall make Application materials available on the Authority's website and notify the public of the Application release date.
- (d) The Authority's review and evaluation of an Application for purposes of calculating the Estimated Annual Entitlement shall be based on the information contained in and submitted with the Application, and supporting information obtained directly from other state and local agencies.

- (e) Organizations operating more than one Charter School, as identified by separate County District School (CDS) codes, must submit a separate Application for each Charter School with a separate CDS code for which a grant award is sought. Organizations operating more than one facility location under the same CDS code must combine all facilities operating under that CDS code in one Application.
- (f) The Authority may waive procedural defects in the submission of an Application, such as an Application filed past the deadline.

Note: Authority cited: Section 47614.5, Education Code.

Reference: Section 47614.5, Education Code.

10170.6. Content of Application. [Readopted with no changes]

Completed Applications and all attachments shall be submitted to the Authority and shall include all of the following items.

- (a) Application. The Application shall include identifying information, a completed Legal Status Questionnaire, and signed certification that the data and information reported is true and correct and the charter will continue to comply with state and federal laws.
- (b) Copy of current charter agreement and verification of Authorizing Board adoption and expiration date.
- (c) Copy of the rent or lease agreement contract, or other documentation, verifying the Charter School's facilities rent or lease costs for the Fiscal Year for which a grant award is requested, and evidence that the rent or lease term matches or exceeds the anticipated grant term. If the Charter School does not have an executed rent or lease agreement for the Fiscal Year, the Applicant shall produce an executed lease or rental agreement for the Prior Year or other documentation sufficient to show the Charter School's actual facilities rental or lease costs for the Prior Year. If the Charter School does not have a rent or lease agreement for the Fiscal Year or Prior Year, the Applicant shall provide such other evidence to the satisfaction of the Authority, such as a pending lease agreement, that establishes the Applicant's best estimate of such costs for the Fiscal Year.
- (d) An Applicant requesting reimbursement for Charter School costs associated with remodeling buildings, deferred maintenance, initially installing or extending service systems and other built-in equipment, or improving sites shall, no later than May 1 of the applicable Fiscal Year, submit all of the following:
 - (1) A description of the work for which the reimbursement is requested, including how it meets one of the categories of eligible work;
 - (2) An Invoice Report, as provided by the Authority, detailing the costs to be reimbursed; and
 - (3) Applicable contracts for work to be performed to the extent they exist at the time of the Application.
- (e) An Applicant applying for or on behalf of a First Year Charter School shall submit an Application and the supporting documentation listed in subdivisions (e)(1)-(3), as they are made available. Grant funds will not be disbursed until items (1), (2) and (3) have been received by the Authority.
 - (1) An approved charter agreement evidencing the First Year Charter School's intention of operating a Charter School during the Fiscal Year for which grant funds are requested. If an approved charter agreement is not available, the Applicant shall submit the charter petition and application and additional documentation demonstrating its intent to receive charter approval to operate a Charter School during the Fiscal Year for which grant funds are requested.



CALIFORNIA SCHOOL FINANCE AUTHORITY

Charter School Facility Grant Program Application

John Chiang, Chair
California State Treasurer

304 South Broadway, Suite 550
Los Angeles, CA 90013
Telephone: (213) 620-4467
Fax: (213) 620-6309

915 Capitol Mall, Room 101
Sacramento, CA 95814
Telephone: (916) 651-7710
Fax: (916) 651-7709

csfa@treasurer.ca.gov

Charter School Facility Grant Program CHECKLIST

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.

A complete Application Package must contain one original with original executed signatures.

Original

Applicable Items

- Checklist CSFA Form 740-01 (rev. 3/11/15)
- Application CSFA Form 740-01 (rev. 3/11/15)
- Legal Status Questionnaire (rev. 3/11/15)
- Charter School Certification (rev. 3/11/15)

The following items may be submitted via hard-copy, CD Rom, or flash drive. Please note schools reapplying do not need to submit: 1) current valid charter agreements/ authorizing board adoptions valid through the 2015-16 school year and on file with the Authority; and/ or 2) lease or rental agreements valid through the 2015-16 school year and on file with the Authority.

On File
with the
Authority

New

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of current valid charter agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of approved Authorizer Board Adoption |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of current lease contract, amendments or other documentation verifying required payments shall include charter name, charter address and evidence of agreement terms match or exceed the anticipated grant terms with supporting signature page. |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Current Board Members, Board of Directors or Governing Board of Charter Schools |

Completed applications must be received by 5:00 p.m. on June 2, 2015 to:

California School Finance Authority's Los Angeles or Sacramento Office:

304 South Broadway, Suite 550, Los Angeles, CA 90013

915 Capitol Mall, Suite 101, Sacramento, CA 95814

Charter School Facility Grant Program

APPLICATION

(Education Code Section 47614.5 and California Code of Regulations, Title 4, Sections 10170.1-10170.15)

The grant program is intended to provide assistance with facilities rent and lease costs for California charter school pupils. Grant funds may not be appropriated for any of the following: (1) units of average daily attendance generated through non classroom-based instruction; (2) charter schools occupying existing school district or county office of education facilities; or (3) charter schools receiving reasonably equivalent facilities from their chartering authorities pursuant to Section 47614.

Attach additional pages if necessary.

Charter School Information

Official Name of Charter School:	Charter #:	County District-School Code:	
Primary Contact Person:	Phone Number:	Email Address:	

Mailing Address:	City:	State:	Zip:
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Current Charter term approved by Authorizing Board - Start :	End:
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Current Authorizing Board:

Facility 1 Street Address:	City:	State:	Zip:
Facility 1 Monthly Base Rent:	Facility 1 Lease Expiration Date:		

Facility 2 Street Address:	City:	State:	Zip:
Facility 2 Monthly Base Rent:	Facility 2 Lease Expiration Date:		

Facility 3 Street Address:	City:	State:	Zip:
Facility 3 Monthly Base Rent:	Facility 3 Lease Expiration Date:		

Does the charter school anticipate other facility-related expenditures in 2015-16, such as remodeling buildings, deferred maintenance, site improvements, or installation or extension of service systems or built-in equipment?
<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Eligibility

Charter schools must meet the free or reduced price meal (FRPM) eligibility requirement listed below.

At least 60% of the charter school's 2015-2016 pupil enrollments in grades K-12 or ages 5-17 are eligible for FRPM. Yes No

The school intends to report 2015-16 FRPM eligibility data to CDE through CALPADS. Yes No

The charter school site is physically located in the attendance area of a public elementary school in which 70% or more of the pupil enrollment is eligible for FRPM. Yes No

The Charter also gives a preference in admissions to pupils who are currently enrolled in that public elementary and to pupils who reside in the school's attendance area.

Is any portion of the rent or lease payment attributable to the purchase of a facility? Yes No
If yes, detail the amount attributable to the purchase. Lease payments attributable to the purchase of a facility are not allowable costs under the program:

Does the Charter School anticipate receiving or has applied for Incentive Grant funds for the 2015-16 Fiscal Year? Yes No

Related Parties

1. Identify the owner of the property covered by the lease(s) for which you are seeking a grant.

2. Is the property owner related in any way to the charter school, or an employee or officer of the charter school or a member of the charter school's Governing Board? If so, how are the parties related?

3. If the property owner is related in any way to the charter school, or an employee or officer to the charter school or a member of the charter school's Governing Board, was the property owner formed solely for the purpose of managing or supporting the charter school or a group of charter schools?

4. If the answer to **Question #3** is **Yes**, please provide documentary evidence that supports the sole purpose of the property owner (for example, by –laws or other organizational documents describing the organization's purpose)

5. If the answer to **Question #3** is **No**, please answer the following:
 - a. Provide the names and roles of the individuals who are related to both the charter school and the property owner.

 - b. Provide evidence that the related party or parties recused themselves from the charter school's decision to enter into the lease and apply for the grant.

 - c. Provide evidence that the related party's interest in the property was disclosed to the charter school's governing board.

 - d. Provide evidence that the lease payment is at or below market rate or that, the Governing Board, in approving the lease, made a finding that it was reasonable under the circumstances.

**Charter School Facility Grant 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

**Charter School Facility Grant Program
CHARTER SCHOOL CERTIFICATION**

I/We hereby certify that to the best of my knowledge and belief, this data is true and correct and that all data reported on this application have been compiled and reported in accordance with state and federal laws, regulations, general legal assurances, and instructions to prepare this report form. I/We further certify that the Charter School will comply with all program requirements as outlined in Education Code section 46714.5 and Article 1.5 of Division 15 of Title 4 of the California Code of Regulations (commencing with section 10170.1). I/We attest we have provided full disclosure and understand misrepresentation can cause ineligibility to participate in the Charter School Facility Grant Program.

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

Completed applications must be received by 5:00 p.m. on June 2, 2015 to:
California School Finance Authority's Los Angeles or Sacramento Office:
304 South Broadway, Suite 550, Los Angeles, CA 90013
915 Capitol Mall, Suite 101, Sacramento, CA 95814

Charter School Facility Grant Program Application

(Education Code Section 47614.5 and California Code of Regulations, Title 4, Sections 10170.1-10170.15)

The grant program is intended to provide assistance with facilities rent and lease costs for pupils in charter schools. Grant funds may not be appropriated for any of the following: (1) units of average daily attendance generated through non classroom-based instruction; (2) charter schools occupying existing school district or county office of education facilities, except that charter schools shall be eligible for the portions of their facilities that are not existing school district or county office of education facilities; or (3) charter schools receiving reasonably equivalent facilities from their chartering authorities pursuant to Section 47614, except that charter schools shall be eligible for the portions of their facilities that are not reasonably equivalent facilities received from their chartering authorities. Attach additional pages if necessary.

Provide the date that your charter commenced [will commence] operations: _____		
Charter School Name	County-District-School Code	Charter Number
Contact Name and Organization	Phone Number	E-mail Address
If the charter school operates multiple sites, list only those sites requesting program assistance.		
Charter School's Street Address, City, State, and Zip Code (include the attendance area for each site)		
Facility 1:		
Facility 2:		
Facility 3:		
Charter School's Mailing Address (if different from above):		
<input type="checkbox"/> 2014-15 Projected Expense for Facility Related Expenses: _____ Does the charter school anticipate other facility-related expenses in 2014-15 such as remodeling buildings, deferred maintenance, site improvements or installation or extension of utility systems or built-in equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Charter schools must meet the free or reduced-price meal (FRPM) eligibility requirements listed below.	
Please complete the following:	
At least 70 percent of the school's 2014-15 pupil enrollment eligible for FRPM.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The school intends to report FRPM eligibility data to CDE through the FRPM data system.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The charter school site is physically located in the attendance area of a public elementary school in which 70 percent or more of the pupil enrollment is eligible for FRPM.	
If yes, provide the name of the public elementary school, school district, and county where the charter school is physically located in the attendance area.	
<ul style="list-style-type: none"> • Name of public elementary school: • Name of school district of the public elementary school identified above: • Name of county of the school district identified above: 	
Does the school site give a preference in admissions to pupils who are currently enrolled in that public elementary school and to pupils who reside in the elementary school attendance area where the charter school site is located?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Is any portion of the rent or lease payment attributable to the purchase of a facility? Yes No
If yes; please detail the amount attributable to the purchase. Please note that lease payments attributable to the purchase of a facility are not allowable costs under the program.

Has the charter school received funding from the Charter School Facilities Incentive Grant Program? Yes No

Please identify the owner of the property covered by the lease for which you are seeking a grant.

Please explain whether or not the property owner is related in any way to the charter school, or any employee or officer of the charter school's Governing Board.

Please confirm that the following elements are contained within the lease agreement(s) submitted:

Charter Name—The charter school's current name must be identified in the lease as the lessee or sub-lessee. Yes No

Charter Address—The address must be consistent with the location of the charter school's facility for which this Application is submitted. Yes No

Rent/Lease Costs—The actual rent/lease costs submitted to the Authority must be consistent with the actual rent/lease costs identified in the lease agreement. Yes No

Lease Term—The lease term must be the time period for which a grant is requested. Yes No

Lease Extensions—All amendments to the initial lease must be identified. Yes No

Signatures—Dated signatures from both the lessor and lessee must be included in the lease. Yes No

Disclose material information relating to any pending or threatened proceeding or investigation in which the applicant/borrower/project sponsor is or has been a party that 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: _____

Disclose any civil, criminal, or regulatory action involving the applicant/borrower/project sponsor, or any current board members (not including volunteer board members), partners, limited liability corporation members, senior officers, or senior management that has been pending or adjudicated 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: (a) cases filed in state or federal court; (b) criminal investigations by local, state, or federal law enforcement agencies; and (c) enforcement proceedings by local, state or federal regulatory agencies. The disclosures provided must include relevant dates of the allegation(s), charters, complaint or filing, and

Charter School Certification

I hereby certify that to the best of my knowledge and belief, this data is true and correct and that all data reported on this application have been compiled and reported in accordance with state and federal laws and regulations, general legal assurances, and instructions for this report form. I further certify that the Charter School will comply with all program requirements as outlined in Education Code section 46714.5 and Article 1.5 of Division 15 of Title 4 of the California Code of Regulations (commencing with section 10170.1).

Signature of Lead Administrator

Date

Printed Name and Title

Phone Number

E-mail Address

Signature of President or Chair of Governing Board

Date

Printed Name and Title

Number

E-mail Address

Completed application received on May 12, 2014 to:
California School Finance Authority or Sacramento Office:
 304 South Broadway, Los Angeles, CA 90013
 915 Capitol Mall, Sacramento, CA 95814

The following sections to be completed by the School Finance Authority only:

2014-15 P2 ADA (Classroom-Based Only)	and Lease Yes <input type="checkbox"/> No <input type="checkbox"/>	Eligible Expenditures for Advance \$
Percent of enrollment eligible for FRP CS % _____ or ES % _____	District/COE Fac Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Expenditure Report Submitted Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Verified ES Attendance Area? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Admin Rec Yes <input type="checkbox"/> N/A <input type="checkbox"/>	CSFIG Yes <input type="checkbox"/> No <input type="checkbox"/> \$
Staff Comments:		Expenditures Approved

CSFA Invoice Template Wizard

Fill in all applicable fields starting with CDS Code

Next

STEP 1 →

County-District-School (CDS) Code:

- -

Charter School Name:

Charter School Number

Contact Person Name:

Phone Number:

E-mail Address:

Address of Facility(ies) claiming additional costs

Facility 1 F1

Facility 2 F2

Facility 3 F3

F4

F5

F6

F7

F8

F9

F10

F11

F12

F13

F14

F15

F16

F17

F18

F19

F20



Invoices 14-15 True Up



Instructions



7/1/2014
6/30/2015

PDF Page(s)	Invoice #	Invoice Date	Vendor	Facility (Drop-down)	Project Description	Project Type (Drop-down)	Requested Costs	Comments/ Further Project Description	Eligible Cost Cost (Y/N)	Agency Comments
1										
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APPROVED BY: [Redacted]

Charter School Facility Grant Program
2014–15 Facility Invoice Expenditure Report
To request final reimbursement for additional fiscal year **2014–15** facility expenditures
(Education Code Section 47614.5)

SECTION 1. CHARTER SCHOOL INFORMATION:

Charter School Name: _____
County-District-School (CDS) Code: _____
Charter School Number: _____
Contact Person Name/Title: _____ - _____
Phone Number: _____ - _____
E-mail Address: _____ 0

SECTION 2. 2014–15 TOTAL EXPENDITURES CLAIMED FOR REIMBURSEMENT

I hereby certify that to the best of my knowledge and belief, categories A through E below, report the actual amount of expenditures incurred during fiscal year 2014–15 and are not representative of facility's lease rent costs. Each expenditure in the report is accompanied by an evidence of expenditure and payment including but not limited to, copies of invoices, canceled checks, bank statements. I understand the information provided on this report is subject to audit.

	<u>Expenditure Amount</u>
A. Remodeling	\$ _____ -
B. Deferred Maintenance	\$ _____ -
C. Installation	\$ _____ -
D. Materials	\$ _____ -
E. Maintaining/Repairing Common Areas	\$ _____ -
Total:	\$ _____ -

Signature of Principal, CEO, or Lead Administrator

Date

Print or Type Name



CSFA Invoice Template Wizard

Instructions

SCHOOL INFO

I. Input Schools CDS Code

STEP 1 County-District-School (CDS) Code: 19-12345-154789

II. Fill out the remaining highlighted fields including all Facilities claiming additional costs

CSFA Invoice Template Wizard

Fill in all applicable fields starting with CDS Code

STEP 1 County-District-School (CDS) Code: 19-12345-1547819

Charter School Name: School

Charter School Number: 234

Contact Person Name: Mr. Smith

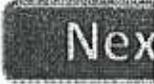
Phone Number: (123) 456-7890

E-mail Address: mr.smith@smthy.com

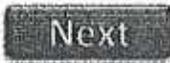
Address of Facility(ies) claiming additional costs

Facility 1 F1 90009

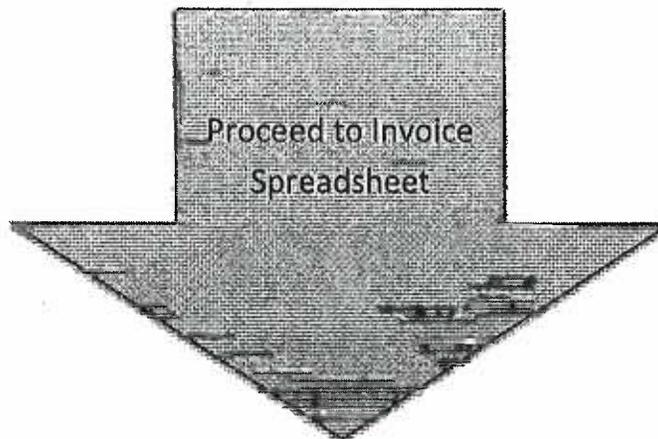
Facility 2 F2 1234 Apple St, LA, 90009



III. Upon completing the School Info click the



Button





INVOICE SPREADSHEET

My School

Invoices 14-15 True Up

Previous Instructions FAQ & Examples Approve

Invoice #	Invoice #	Invoice Date	Vendor	Fund (F1/F2)	Expense Category	Project Description	Amount	Balance
1	29 A	13757042	8/7/2012	Friedman's Home Improvement	F1	Classroom Upgrade	Remodeling	\$ 123.00
2	28 A	13760384	9/18/2012	Kelly Moore Paint	F2	Awaying Trim, Acorn Hut	Installation	\$ 45.93
3	30 A	13765285	11/8/2012	Bridges Construction	F1	Replacement of Drywall/Painting in GSK	Remodeling	\$ 1,413.76
4	42A-44A	13757452	8/16/2012	Anne Smith	F2	Classroom Repair	Deferred Maintenance	\$ 36.89
5	47 A	13757893	8/20/2012	John Smith	F1	Display Boards, Kindergarten Classroom	Deferred Maintenance	\$ 450.00
6	49 A	13757997	8/16/2012	Home Depot	F1	Graffiti covering Paint	Materials	\$ 966.44
7	66 A	13757896	8/17/2012	Kelly Moore Paint	F1	Paint for Front Office, Paint Shed and 9th grade Classroom	Materials	\$ 76.91
8	68 A	13758513	8/23/2012	John Smith	F2	7th Grade Classroom	Deferred Maintenance	\$ 14.38
9	70 A	13758518	8/27/2012	John Smith	F1	Paint for classroom	Materials	\$ 91.90
10	72 A	13759651	9/10/2012	Friedman's Home Improvement	F1	Waxing bedroom floors	Maintaining/Repairing Common Areas	\$ 358.58
11	1 B	13760323	9/18/2012	Jim's Garden's	F1	Planted School Garden	Maintaining/Repairing Common Areas	\$ 153.00
12	7 B	13760335	10/2012	Stanley Steamer	F1	Carpet Cleaning	Maintaining/Repairing Common Areas	\$ 1,490.72
13	11 B	13763359	10/19/2012	Franz Electric	F1	Electrical Repair in Classrooms	Deferred Maintenance	\$ 525.00

- I. For each invoice complete all fields
 - a. PDF Page(s) - The page or pages that the scanned supporting documentation can be found
 - b. Invoice # - a unique reference code for the invoice , Purchase Order [P.O.], warrant, or contract number
 - i. If it's a receipt please title "receipt1", "receipt 2", etc.
 - c. Invoice Date- Only receipts, invoices, and work orders dated 7/1/2014-6/30/2015 will be accepted
 - i. Future expenditures occurring after May 1st and before July 1st 2015
 1. List the future expense date and item in the invoice spreadsheet
 2. Submit supporting documentation to CSFA@treasurer.ca.gov by August 1, 2015.
 - d. Vendor - The contracted worker or retailer whose services/materials were purchased.

- e. **Facility** - Drop-down list based on the information provided earlier in School's Information tab.
 - i. Select the facility where the services/materials were completed/used.

School Info	Invoice Spreadsheet
Facility 1 F1 1234 School Ln, Los Angeles, CA 90009 Facility 2 F2 1234 Apple St, LA, 90009	

- f. **Project Description** - Detailed description of the project(s) performed
- g. **Project-Type** - Select one of the following
 - i. Remodeling- modification the structure or form of the facility
 - ii. Deferred Maintenance- Repairing electrical systems, air conditioner, waxing floors, repairing locks on doors, etc.
 - iii. Installation-Place new equipment in position ready for use.
 - iv. Materials-Purchased Supplies used in for an eligible project-type
 - 1. Ensure to include in "Project Description" the materials purchased and the how the materials were utilized. (i.e. "Plumbing supplies, used to install new toilet in 4-6 boys bathroom")
 - v. Maintaining/Repairing Common Areas-
 - 1. Ongoing landscaping and maintenance services (Must include invoices)
 - 2. Ongoing repairs to the facility (Must include invoices).
- h. **Requested Costs** - Amount of reimbursement requested not including ineligible costs
- i. **Comments/ Further Project Description** - Additional notes about the

ii. Upon completion click the  Button



SUBMITTING FACILITY EXPENDITURE REPORT

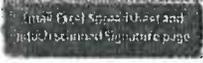
- I. Review the Facility Expenditure Report



- II. Print the Report by clicking the Button

- a. Sign and scan the form this sign page must be submitted with you Invoice Report

- III. Email The report to CSFA@treasurer.ca.gov by clicking the



Button

- a. Attach the following to the email

- i. Invoice Report (Excel)
 - ii. Sign Signature Page (PDF)
 - iii. Supporting Invoices, Receipts, Contracts, and Work Orders (PDF)

FOLLOW-UP

- I. CSFA will send a response email notifying the sender the school's invoice spreadsheet has been received and is being reviewed.
- II.

