

Charter Schools Facility Committee (CSFC)

Proposition Z Project Proposals

Guidelines for Submittal

Timeline, Process, and Procedure

TIMELINE

Application Period:	11/02/2015 - 11/20/2015
CSFC Proposal Review and Validation:	11/30/2015 - 12/14/2015
Proposal Presentations to CSFC:	01/28/2016 1/28/16, 2/25/16, 3/24/16, 4/28/16
CSFC Review & Recommendations:	01/28/16 and 02/25/16 5/26/16
Board of Education (BOE) Review & Action:	04/05/2016

Dates for presentations coincide with currently scheduled committee meetings. There will be one (1) project presented at each meeting until all proposals are heard. The Committee will then discuss the projects and make a recommendation which projects will be forwarded to the Board for approval.

PROCESS AND PROCEDURE

Schools must prepare and submit a completed application together with all necessary supporting documents and information in order to be considered for funding.

~~To be considered for funding, Charter(s) must prepare and submit a completed application package including all requested supporting documents and information. Please return completed package contents in the order listed below in the ‘Package Contents’ section.~~

Please note the following eligibility requirements for Charter(s) submitting application(s) for funding:

- ***To be eligible to apply for funds***, the Charter must have been in operation for at least five (5) years and been approved for an additional five (5) year term.
- The school must be in good standing.
- The application narrative ~~must~~ ***is*** be limited to five (5) pages with ~~a cumulative total of~~ ***25-page limit*** for the entire submission, including any supplemental materials. *Note: The Master Plan, Charter Document, and the Facility Use Agreement are not included in the 25 page limit.*

Package Contents:

- Transmittal Letter.
- Project Application. ~~Please do not change the application structure from its existing form.~~
- Facility Master Plan ~~(if one has been completed)~~ and any supporting documentation.
- Square Foot Calculations, ~~both existing and proposed.~~ Please include ~~cost per square foot of additions~~ ***(space requirements and cost)***.
- Order of Magnitude Estimate and Proposed Phasing Plan ~~if either has been completed.~~
- Approved Charter Document.
- District Facilities Use Agreement ~~(when applicable).~~

~~Additionally~~ ***In addition to the above***, please provide information ~~(as well as any supporting documentation)~~ on the following:

- Location of the school ~~(is school in an under-served area?)~~.

- Length of time in operation and ~~documentation~~ **the ability** of the school to sustain operations over time.
- Age and condition of facilities and ~~any Site Modernization work that has been or is scheduled to be performed.~~
- Amount spent annually on facilities ~~relative to leases, rents, and ongoing maintenance cost(s).~~
- Safety issues which will be **addressed** ~~mitigated with the approval of this funding.~~
- Adequacy of current facilities.
- Urgency issues.
- Any other information that might be helpful to the committee.