

Charter Schools Facility Committee (CSFC)

Proposition Z Project Proposals

Guidelines for Submittal

Timeline, Process, and Procedure

TIMELINE

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| 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 |
| CSFC Review & Recommendations: | 01/28/16 and 02/25/16 |
| Board of Education (BOE) Review & Action: | 04/05/2016 |

PROCESS AND PROCEDURE

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:

- 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 be limited to five (5) pages with cumulative total of 25-page 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.
- Order of Magnitude Estimate and Proposed Phasing Plan if either has been completed.
- Approved Charter Document.
- District Facilities Use Agreement (when applicable).

Additionally, 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 of the school's ability 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 mitigated with the approval of this funding.
- Adequacy of current facilities. Urgency issues.
- Any other information that might be helpful to the committee.