

**Georgia Department of Education
Charter School Facilities Grant Application
2009 - 2010**

Part I - Overview

A. Legislative Authority and Background

In 2009, the General Assembly provided funding for charter school facilities needs. To apply for funding from this appropriation, a charter school must complete this application in its entirety.

O.C.G.A. 20-2-2068.2. Facilities fund for charter schools; purposes for which funds may be used; upkeep of charter school property; receipt of surplus from board of education.

(a) From moneys specifically appropriated for such purpose, the state board shall create a facilities fund for local charter schools and state chartered special schools for the purpose of establishing a per pupil, need based facilities aid program.

State chartered special schools and Georgia commission schools will be considered individually.

B. Purpose and Priorities

Facility planning and management of construction or renovation projects are significant activities for charter schools. Planning for facilities based on student growth, programmatic needs, and local, state, and federal requirements is essential to provide for student needs without overcrowding, the use of substandard facilities, or the use of costly portable alternatives. Active management of construction projects can provide cost control, ensure quality of workmanship, and help ensure timely completion.

These grants will be awarded on a competitive basis to existing public charter schools. Pursuant to O.C.G.A. 20-2-2068.2, charter schools may use these funds **only** for expenses associated with the purchase, lease, renovation, and/or construction of the school facilities. Accordingly, funds may be used for:

1. Purchase of real property;
2. Construction of school facilities including initial and additional equipment and furnishings ;
3. Purchase, lease-purchase, or lease of permanent or relocatable school facilities;
4. Purchase of vehicles to transport students to and from the charter school

5. Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term lease of five years or longer;
6. HVAC Needs;
7. Plumbing Needs;
8. Roofing;
9. Landscape Needs;
10. Parking Lot Needs;
11. Classroom Renovation;
12. Electric Wiring;
13. Janitorial Staff salaries; and
14. Construction Costs.

Funds cannot be used to purchase textbooks, computers, pay for non-custodial staff salaries, or for any other purpose that is not permitted by the Charter Schools Act.

Part II-Application Instructions

A. Eligible Applicants

Charter Schools are eligible for facility grant funding only if the charter school has received final approval from the local board or from the state board for operation during that fiscal year. Additionally, a charter school **must** be operational during the fiscal year in which the facilities grants are awarded. Priority is given to those charter schools that own the school property, are purchasing through a lease-purchase, or who hold a long-term lease of five years or longer.

PLEASE NOTE: Applicants that propose projects that require permitting MUST obtain the appropriate permits prior to the submission of the application. Projects that require permits will not be considered for funding unless proof of permitting is submitted with the application.

B. Available Funding

PLEASE NOTE: If awarded, you are eligible to receive charter school funds for a period that does not exceed the state fiscal year. **Facilities Grant funds must be spent prior to May 31, 2010.** No additional Facilities Grant funds will be available after the state fiscal year expires. In addition, award amounts will vary according to need and strength of individual applications. If an application is partially funded, then award letters will specify how the funds should be used.

C. Content and Form of Application Submission

An application for a charter school facilities grant consists of **four** parts:

1. Cover sheet;
2. Project Summary/Abstract (**1 page**). The summary should also include the relevance of the project to the goals for the charter school;
3. Project and Budget Narrative (**cannot exceed 8 pages**). The narrative is the applicant's opportunity to provide a comprehensive description of the proposed project. Be clear, precise, and adhere to the structure specified herein. Do not assume that reviewers will automatically understand what may seem obvious to you; and,
4. Budget (**Excel Budget Forms**). Each application must contain the summary and detailed budget sheets (please use the budget form on the www.gadoe.org/pea_charter.aspx website) describing how the charter school facility grant funds will be used if awarded according to the requested amount. List anticipated activities that would be funded by a facilities grant. Costs must be directly related to charter school facility needs.

D. Submission

To apply for a competitive facilities grant from the Georgia Department of Education (“Department”), a charter school must fill out the cover sheet form and provide a narrative answering the questions specified herein. Please submit **three** hard copies of the completed application by **August 15, 2009**, to the following address:

Georgia Department of Education
Charter Schools Division
2053 Twin Towers East
205 Jesse Hill Jr. Drive, SE
Atlanta, GA 30334

For purposes of this application, grant applications will be deemed submitted to the Department if they are fully completed, along with all proper supporting

documentation, and postmarked by the grant application deadline. An electronic submission will **not** be accepted.

Applications received after the deadline specified above will not be reviewed or considered for an award.

**Georgia Department of Education
 Application for 2009-2010 Charter Schools Facilities Grant
 Cover Sheet
 Application Due Date August 15, 2009**

School Name	District/LEA	Type of Charter (Conversion, Start-up, State Chartered Special, Commission, LEA Start-Up, Charter System, Career Academy)
Street Address	City, State, Zip code	
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School Contact Person	Contact Email	Contact Phone
Current Grade levels	Projected grades served at end of current charter term	Year Facility was built
Total Number of Current Students	Projected number of students at end of current Charter term	

Please complete the following table listing your current facility costs.

1. Monthly Mortgage or Lease Payment	
2. Monthly Maintenance Costs	
3. Monthly Facility Insurance Costs (N/A if included in lease payment)	
4. Monthly utilities costs (N/A if included in lease payment)	
5. Annual fee paid to Charter/Education Management Organization (Please mark N/A if none)	
6. Total Annual Facility Costs (Sum of 1-5 times 12)	

Total Dollar amount requested in grant application: _____

I. Project Summary/ Abstract (**1 page**). The summary should also include the relevance of the project to the goals for the charter school;

II. The Project Narrative is the main body of the application and is designed to provide the Georgia Department of Education with an understanding of your charter school's need and capacity for undertaking the project and to establish a basis for the financial assistance.

PLEASE NOTE: The Project Narrative shall not exceed eight (8) pages of computer-generated text, which includes any figures, pictures, and tables. The eight pages does not include the budget detail sheets. Only the first eight pages of an application will be read and rated. Any additional materials will not be considered in the evaluation process.

The Project Narrative must include all of the following:

1. **Statement of Need (20 points)** – Briefly describe the factors or circumstances that led to your institution's need for the specific construction, renovation, and/or acquisition activities being proposed. Include both qualitative and quantitative information that support the need for the project. You may include pictures of your current facility in this part of your application. Discuss how you would be able to meet the need of the charter school if you were awarded half of your Facility Grant Award Request.
2. **Financial Management (30 points)** –The organization's ability to properly administer and account for funds; includes the entity's internal control procedures and accuracy of fiscal records (DOE staff may request, audit reports and/or possible site visits). The organization must show the ability to maintain accurate, complete records, and to prepare clear, timely final reports on the project. The organization will discuss their record of fiscal management in past years. This includes management (were all of the funds spent accordingly and in a timely manner) of any previous Facility Grant Award.
3. **5 Year Facility Plan /Project Design (25 points)** – Provide a milestone chart for accomplishing each facility objective. Provide a chart that sets forth all major phases of the project, with the beginning and ending dates for each milestone. If possible, this should be prepared as a function of time either on a quarterly or semiannual basis. Please discuss your management plan for ensuring that you are able to

receive the funds and spend them accordingly and appropriately.
Note that all funds awarded must be expended by May 31, 2010.

4. **Budget Narrative (25 points)** - Briefly describe your itemized budget and explain how these costs are appropriate, reasonable, and necessary to support the project activities and goals.

Part III. Evaluation

A. Evaluation Criteria

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the requirements set forth in this application. If an application does not meet the requirements, it will not be considered for funding. Second, applications that meet these requirements will be technically evaluated by a panel of Georgia Department of Education employees familiar with the goals and objectives of the Charter School Facilities Grants Program. Awards will be made by the SBOE on the recommendation of Georgia Department of Education employees. For an application to be considered for funding, it must receive a minimum score of **70** points.

The following rubric will be used in reviewing applications submitted in response to this application:

Rubric Guidelines:

Rating	Description
Very Good-5 points	Specific and comprehensive. Complete, detailed, and clearly articulated information as to how the criteria are met. Well-conceived and thoroughly developed ideas. Free of grammatical errors.
Good-4 points	General but sufficient detail. Adequate information as to how the criteria are met, but some areas are not fully explained and/or questions remain. Some minor inconsistencies and weaknesses.
Fair-3 points	General and non-specific. Criteria appear to be minimally met, but limited information is provided about approach and strategies. Lacks focus and detail.
Poor-2 points	Does not meet the criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification as to how the criteria are met.
N/A-0 points	Does not address the criteria or simply re-states the criteria.

Criteria	Very Good	Good	Fair	Poor	N/A

1. Need for Project/Statement for Need (20 points). Describes the overall need for the project by addressing the following criteria:	5	4	3	2	
➤ The needs to be addressed by the project, their magnitude or severity, and the approach used to assess the needs.					0
➤ The objectives in the proposed application are capable of being met with a reduced award amount.					0
➤ Qualitative and quantitative data is included and properly referenced to establish need.					0
Comments:					

2. Financial Management (30 points). Describes the fiscal capacity of the charter school, including the following:	5	4	3	2	
➤ Is the charter school capable of managing and accounting for a large grant award for facilities needs?					0
➤ Does the charter school have outstanding debts that may pose concern for their ability to leverage a grant award?					0
➤ Is the charter school able to discuss how they will ensure the proper internal controls are in place to ensure proper fiscal management of the grant award?					0
Comments:					

3. 5 Year Facility Plan/Project Design (25 points). Describes the facility goals of the charter school, including the following:	5	4	3	2	
➤ Are the reported and anticipated costs allowable, reasonable, and necessary?					0
➤ The results and benefits of each goal.					0
➤ Is the time frame realistic for the work proposed?					0
Comments:					

4. Budget Category and Narrative Forms (25 points). The Budget Category and Narrative Forms provide the following:	5	4	3	2	
➤ An itemized budget along with a brief narrative of how the requested funds will be used.					0
➤ Proposed expenditures are appropriate, reasonable, and necessary to support the project activities and goals.					0
Comments:					

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Total Score: () out of 100