Charter School Facilities Program 2022 Filing Round

Submitting an Online Application Webinar

April 28, 2022

Presented by:

Office of Public School Construction (OPSC)

California School Finance Authority (CSFA)

Agenda

- OPSC instructions on submitting an online *Application for Charter School Preliminary Apportionment* (Form SAB 50-09) and supporting documents
- CSFA instructions for submitting an online Financial Soundness Application (From CSFA 03-01)

Application Submittal Formats

- Applications may be submitted *starting May 2, 2022, ending at 11:59 on June 3, 2022*
  - **Applications can be created in OPSC Online and saved as a draft before May 2, 2022**
- OPSC Online application submittal link:
- Online Application Tools for School Construction Projects

Or

- Email application Form SAB 50-09 (link) and supporting documents to: OPSCApplicationReviewTeam@dgs.ca.gov and Erin.Cunneen@dgs.ca.gov
  - Electronic or scanned signatures accepted

Prior to Submitting an Application

- District received notification and 30 days have passed **(charters applying independently)**
  - **May 4, 2022, last day a district can RECEIVE a notification**
- District board approved signed rehabilitation agreement **(charters applying independently for rehab)**
- Applicant School board resolution
  - Supports submittal of application
  - Charters, include designated representative(s)
- California Department of Education (CDE) Recommended Site Size letter

  Angel Doughty at ADoughty@cde.ca.gov
- Determine Charter School General Location

See March 1, 2022, webcast on the CSFP webpage for more information **Access Charter School Facilities Funding**

Charter School General Location

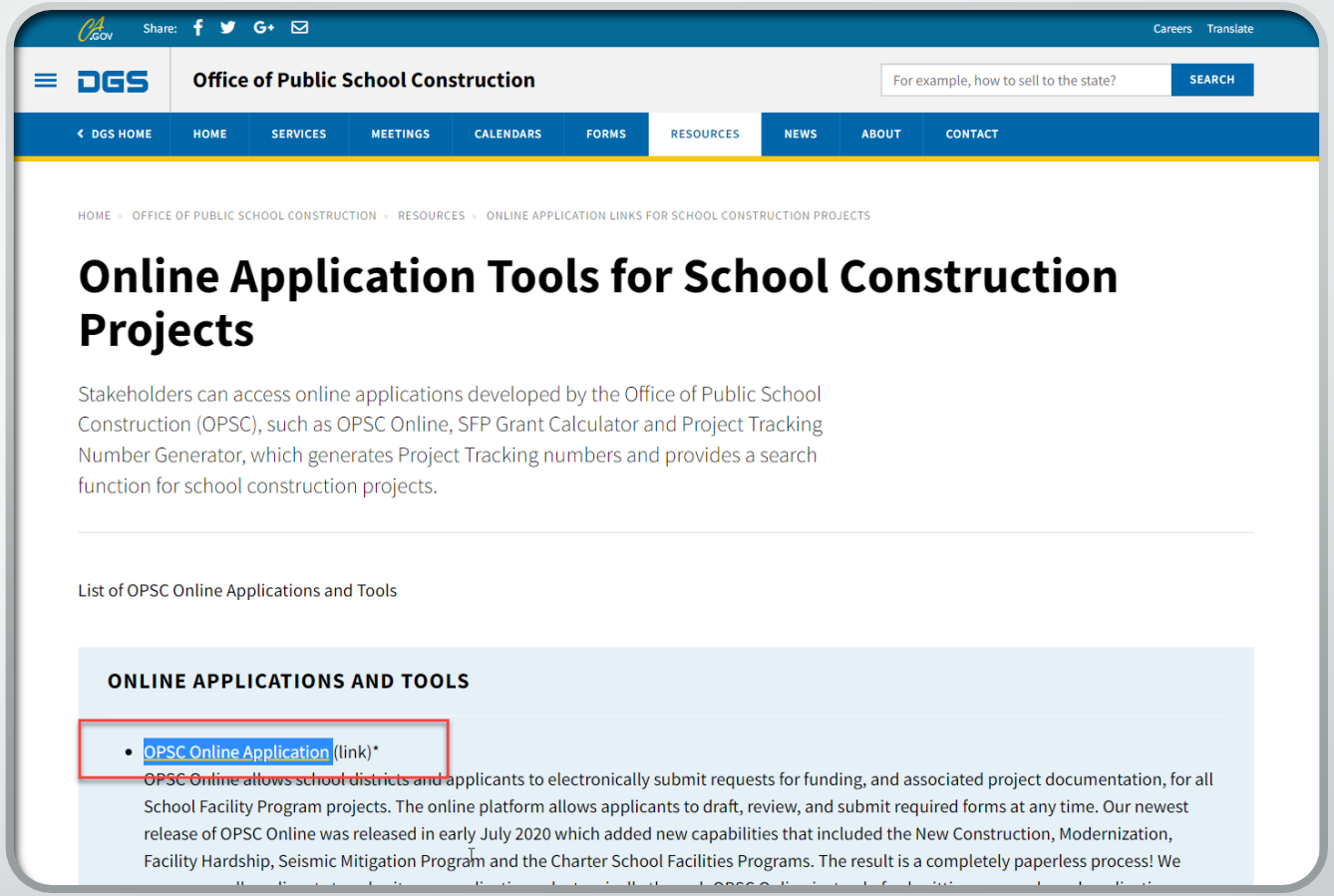
- Minimum 1-mile to maximum 3-mile radius from the Charter School's current or proposed location
- Cross streets can be used for new sites
- Provide address or cross streets in *Project Narrative*
- Used for *Median Cost Per Acre Valuation* and *Free and Reduced Price Meals Percentage,* if using other school within 3 miles

OPSC Online Account and PTN

- Create OPSC Online account
  - Request by email: OPSCOnlineSupport@dgs.ca.gov or Erin.Cunneen@dgs.ca.gov
  - Charters, include the following information with your request:
    - Copy of approved board resolution identifying the charter representative(s)
    - Representative's position, email, phone number, and address
    - The grade level you are approved to serve in your petition
    - The name of the District(s) your project(s) will be in (may be different than charter authorizer)
      - Districts must serve the same grade level housed in the charter project
  - Districts and Charter Schools can add delegates
- Project Tracking Number (PTN)
  - Request by email: OPSCProjectTrackingAdmin@dgs.ca.gov

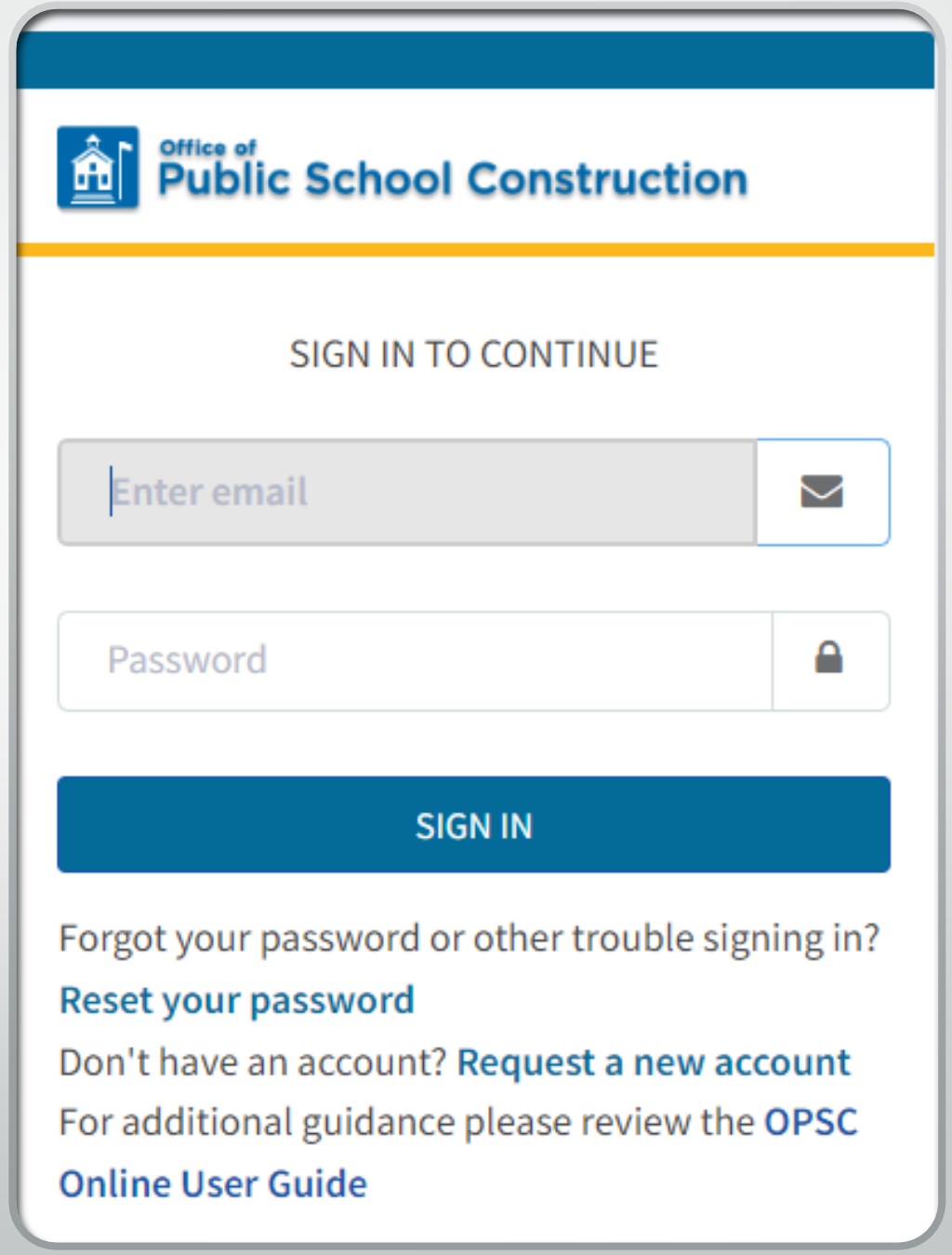
Access OPSC Online Application

- OPSC Online Application (link)
- From the OPSC website:
  - *Resources* tab
  - *Online Application Tools for School Construction Projects* link
  - *OPSC Online Application* (link)



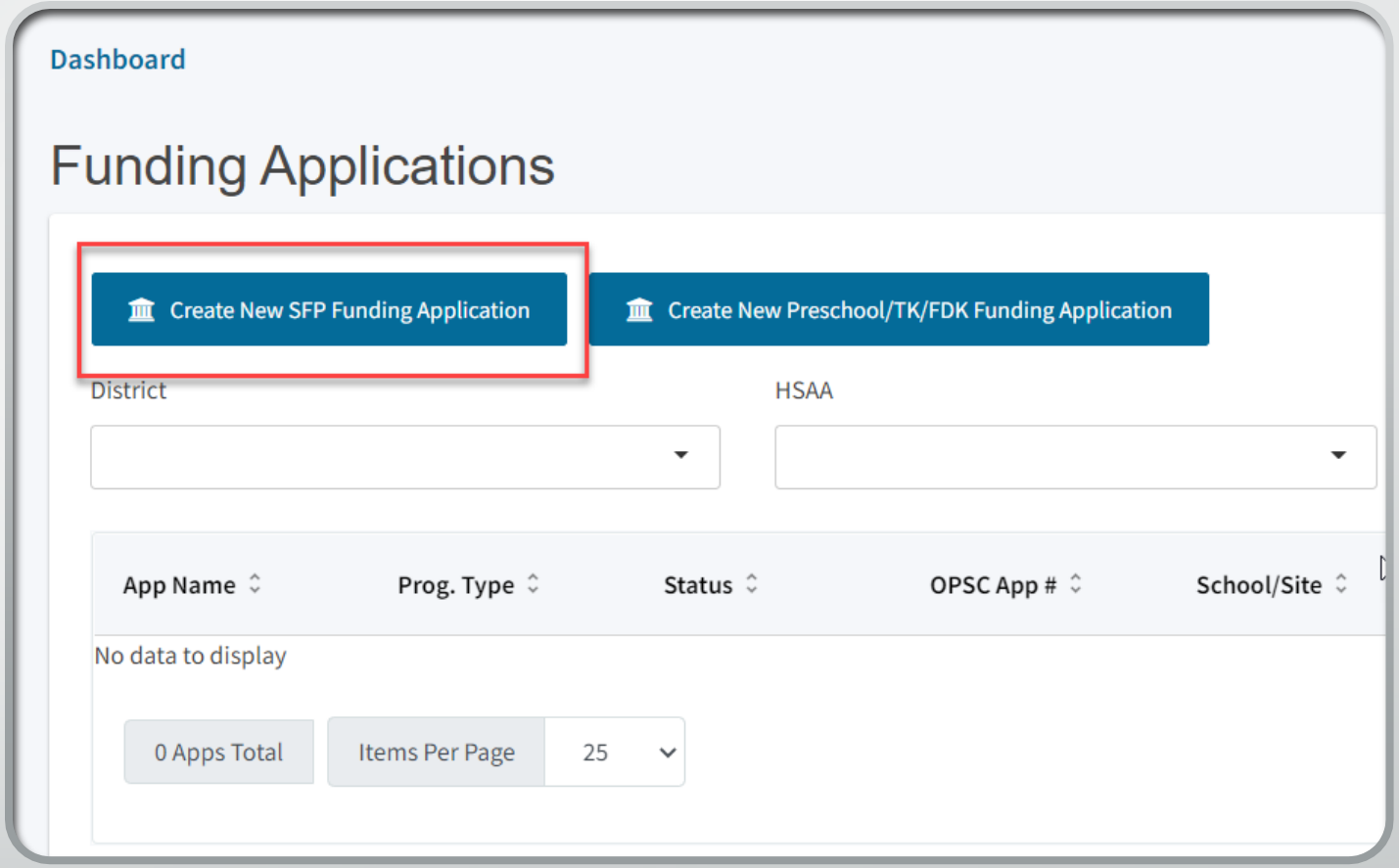
Access OPSC Online Application

- OPSC Online Account needed to log in
- Sign in using email address and password



Create New Application

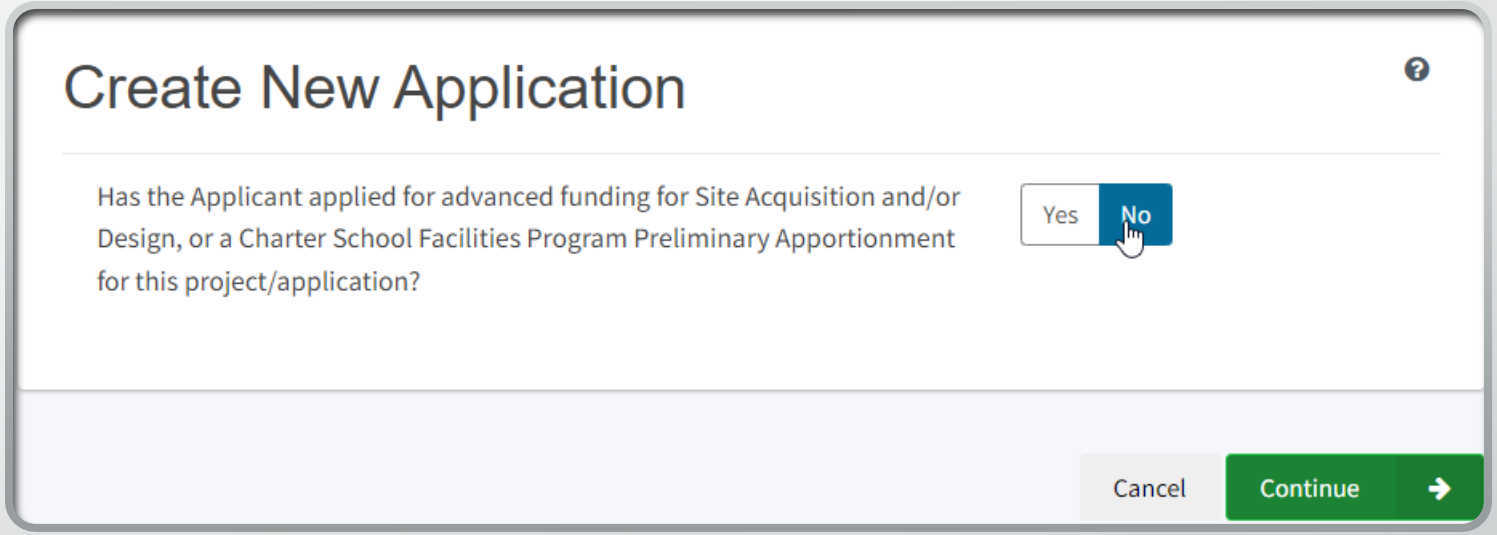
- Dashboard
  - Submitted and draft applications appear here
- Select *Create New SFP Funding Application*
- Do not use *Grants* icon



Create New Application

Create New Application

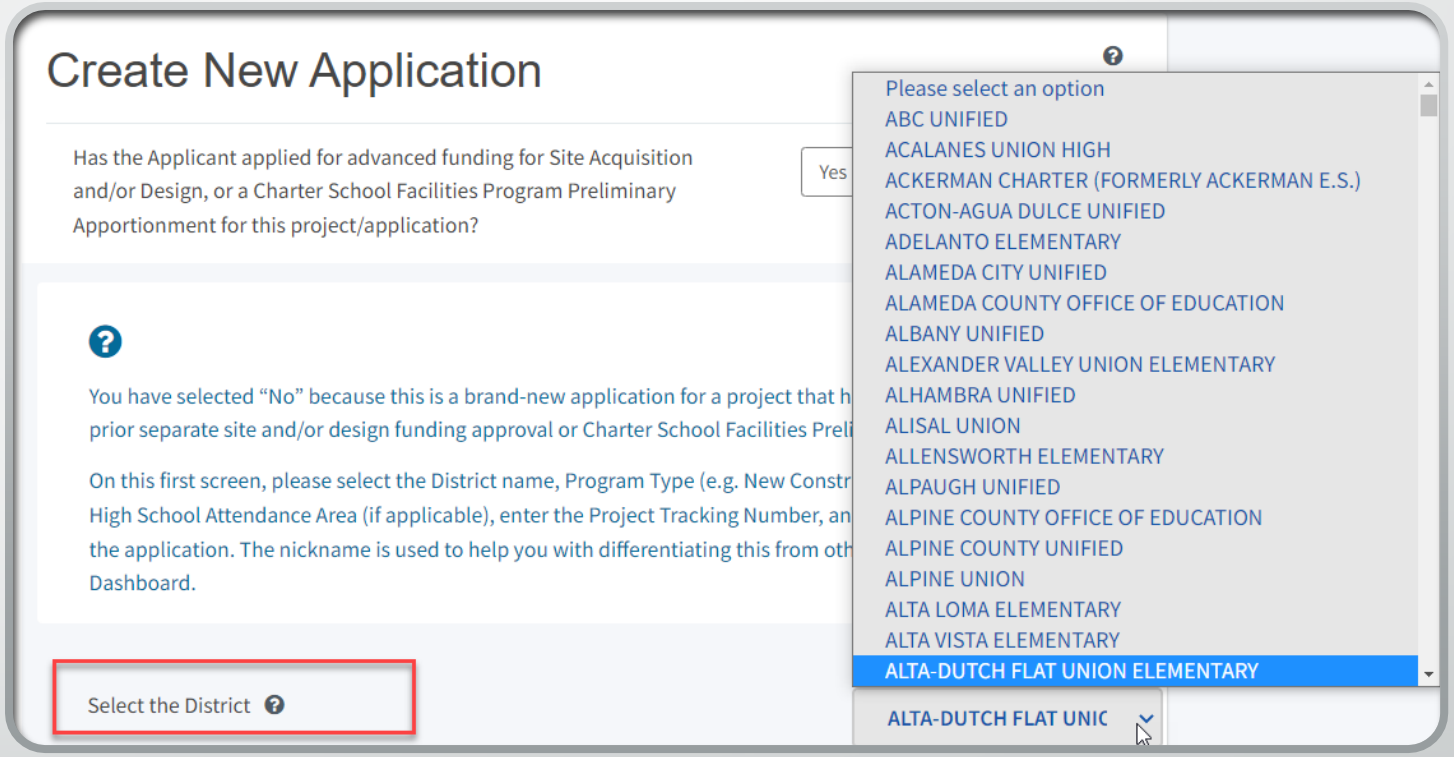
- Select *No*
- When a conversion application is submitted in the future the applicant will select *Yes*



Create New Application

Select the District where project will be located

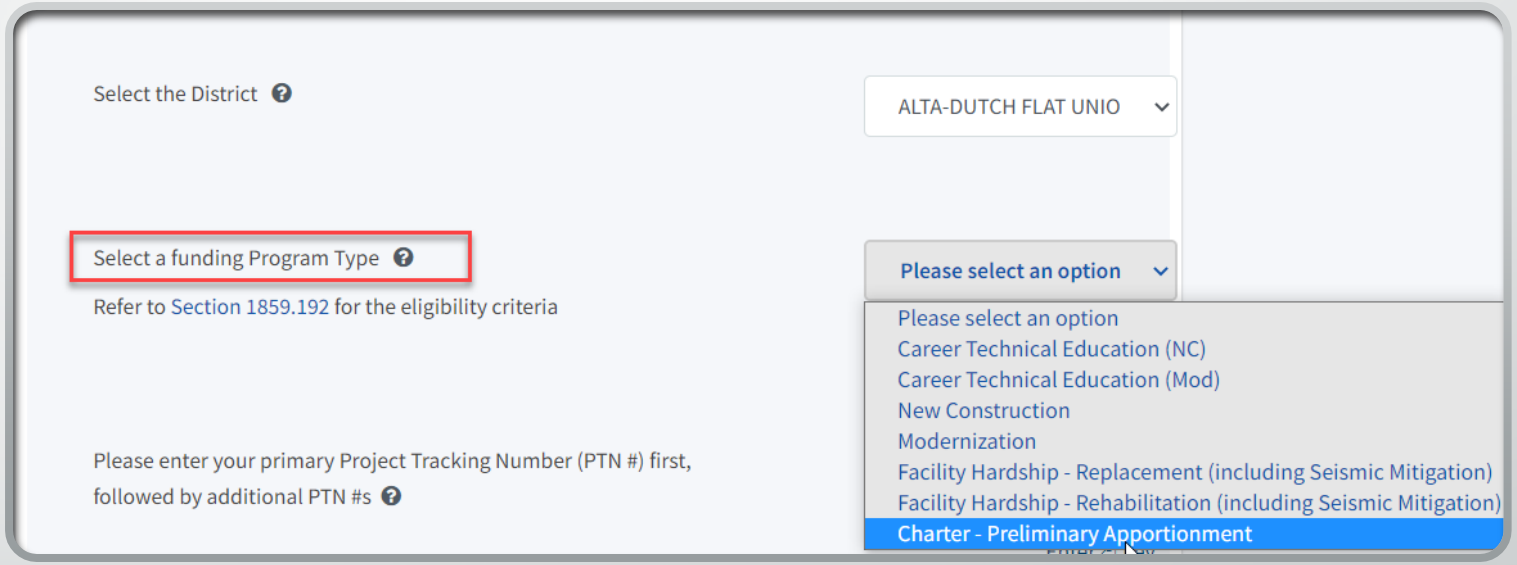
- District applicants will only see their District
- Charter applicants will only see the Districts they requested permissions for in their email to request an account
- Delegates will only see districts where they have permissions



Create New Application

Select *Charter – Preliminary Apportionment* as the Program Type

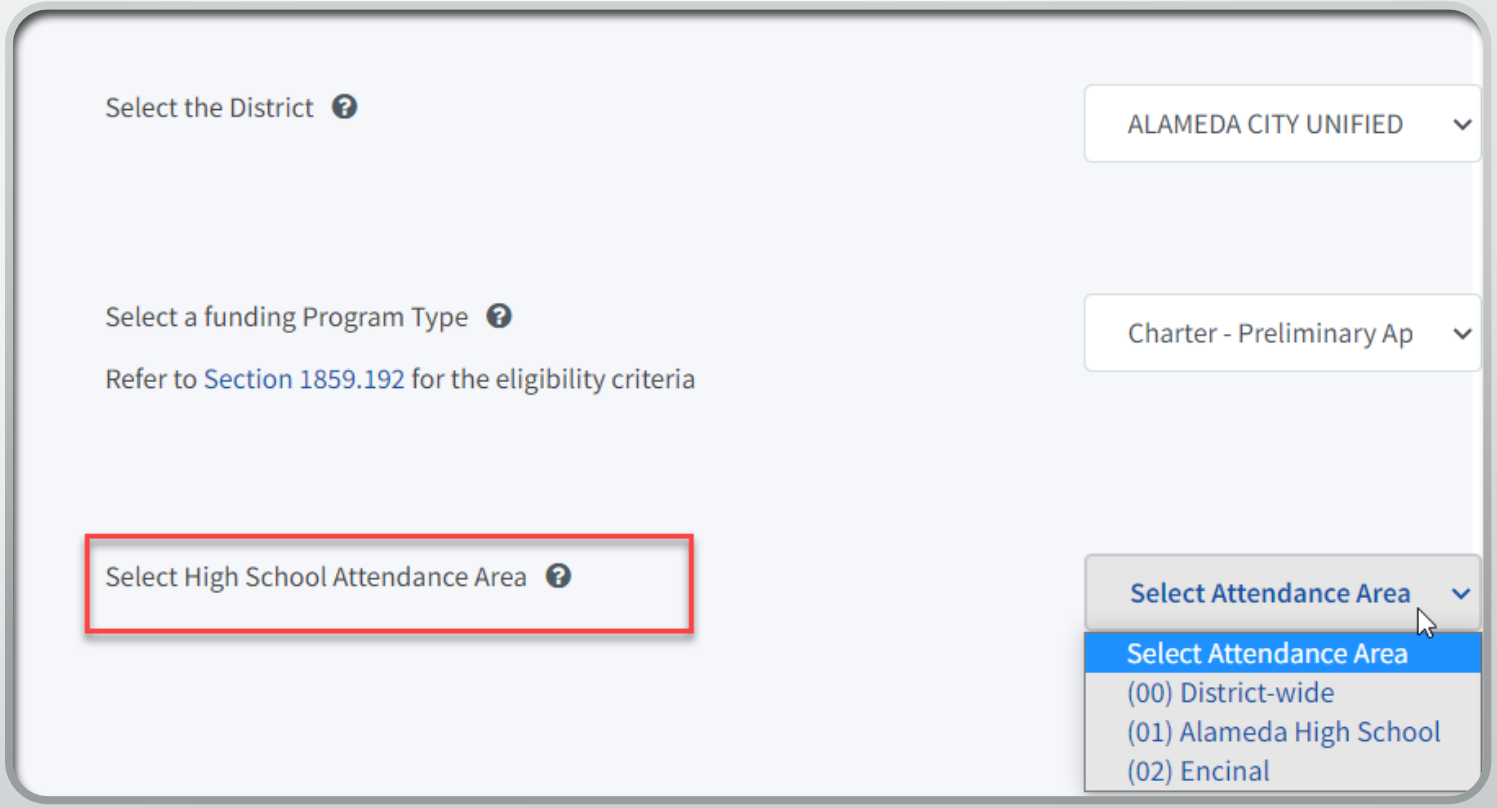
- Charter applicants will only have the option to select *Charter – Preliminary Apportionment*



Create New Application

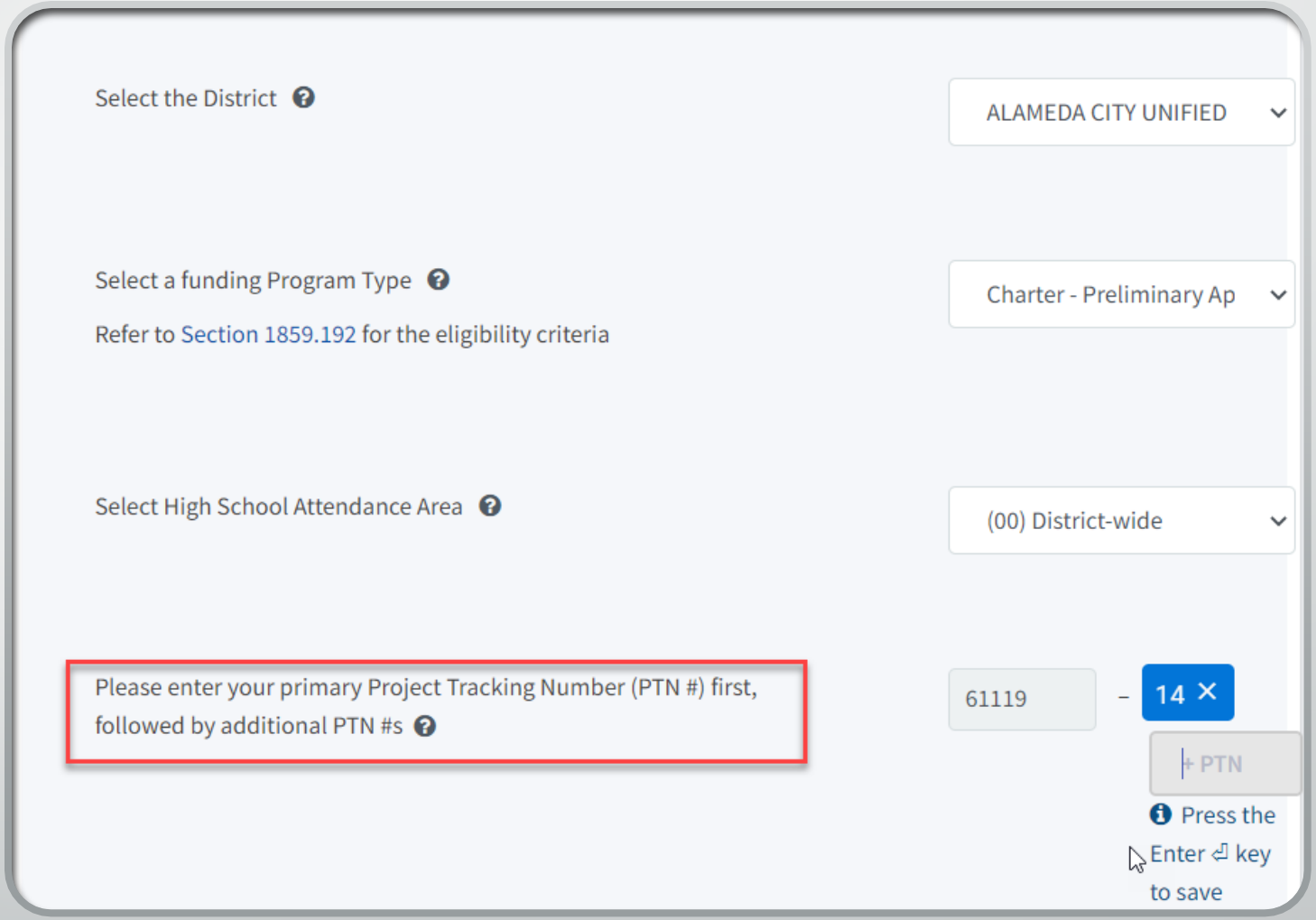
Select the High School Attendance Area (HSAA)

- If only (oo) is listed, District does not have HSAAs; select (oo)
- New construction and Combination projects with more than (oo) listed ask District what HSAA your project is in
- Stand alone rehabilitation projects select (oo) regardless if other HSAAs are listed



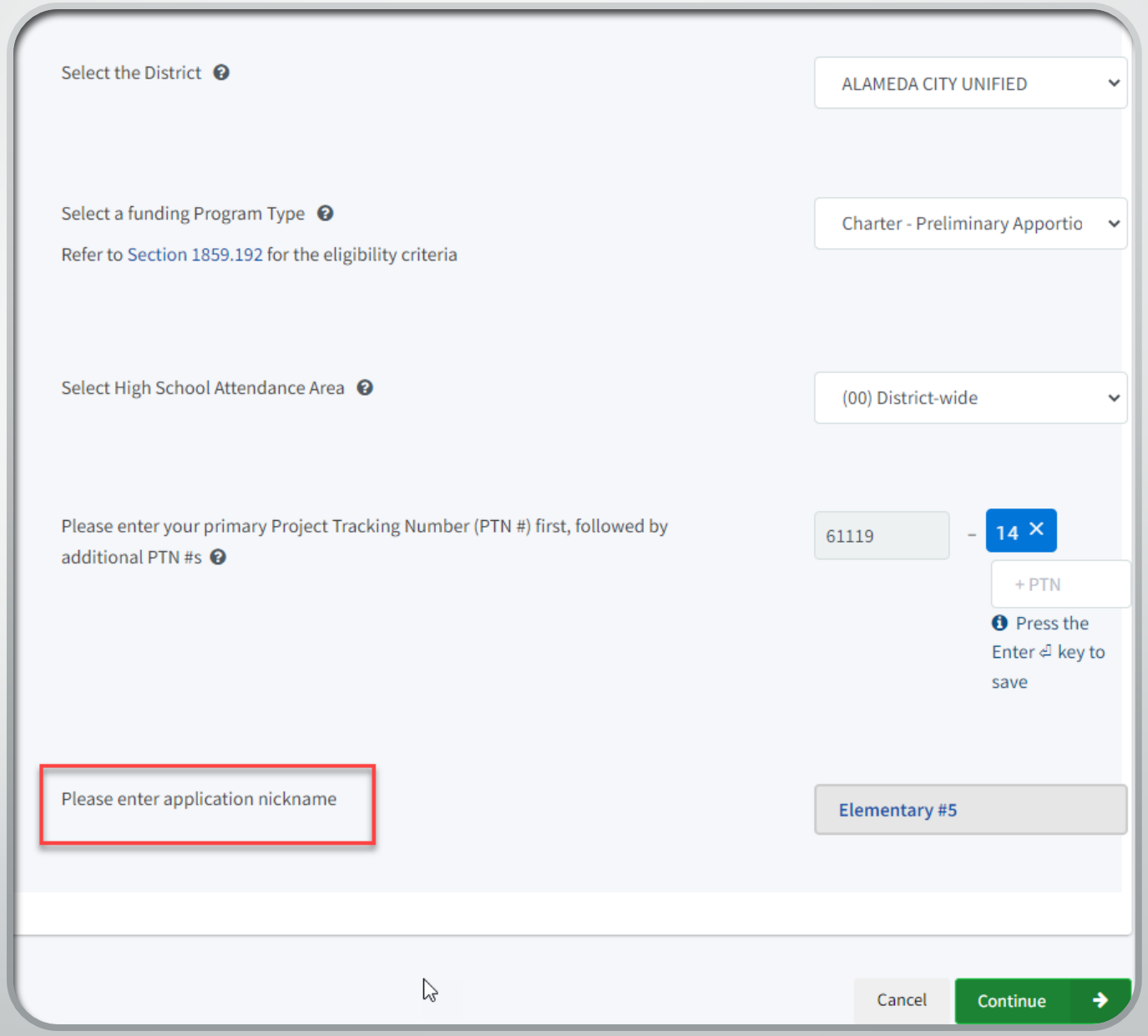
Create New Application

- Enter the Project Tracking Number for the project and **hit enter** to make it save
- If you have more than one PTN you can then enter another one or move on to the next filed



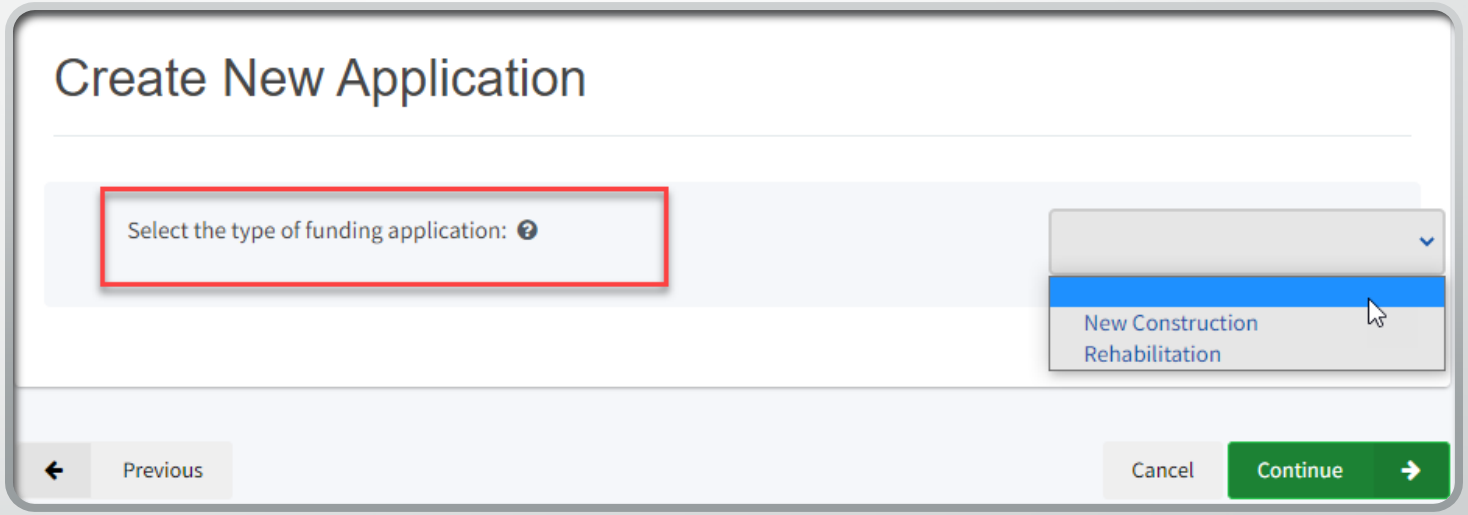
Create New Application

- Enter the application nickname
  - Name used by the applicant to identify the application
  - This will not appear on the application
- Press Continue



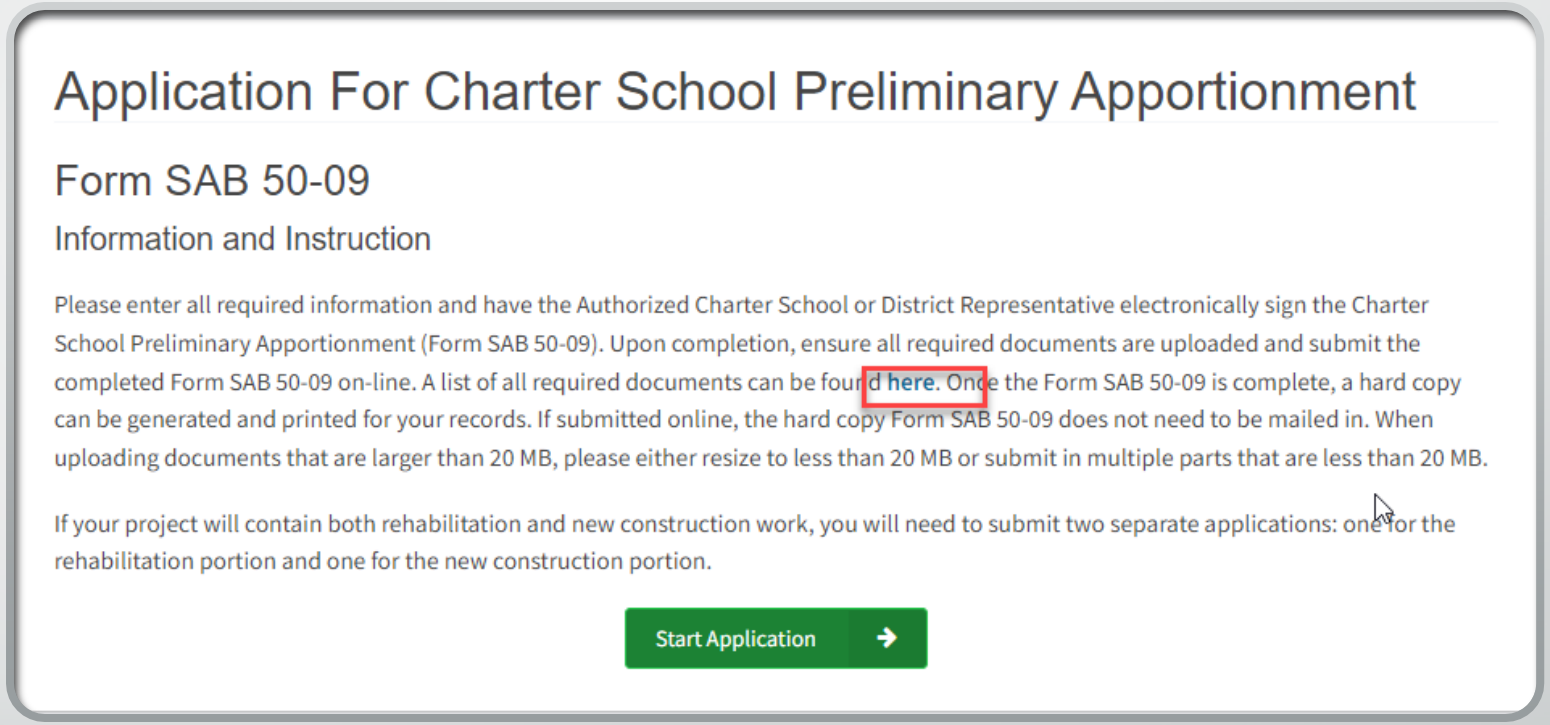
Create New Application

- Select New Construction or Rehabilitation
  - Combination projects submit two separate applications
- Press Continue



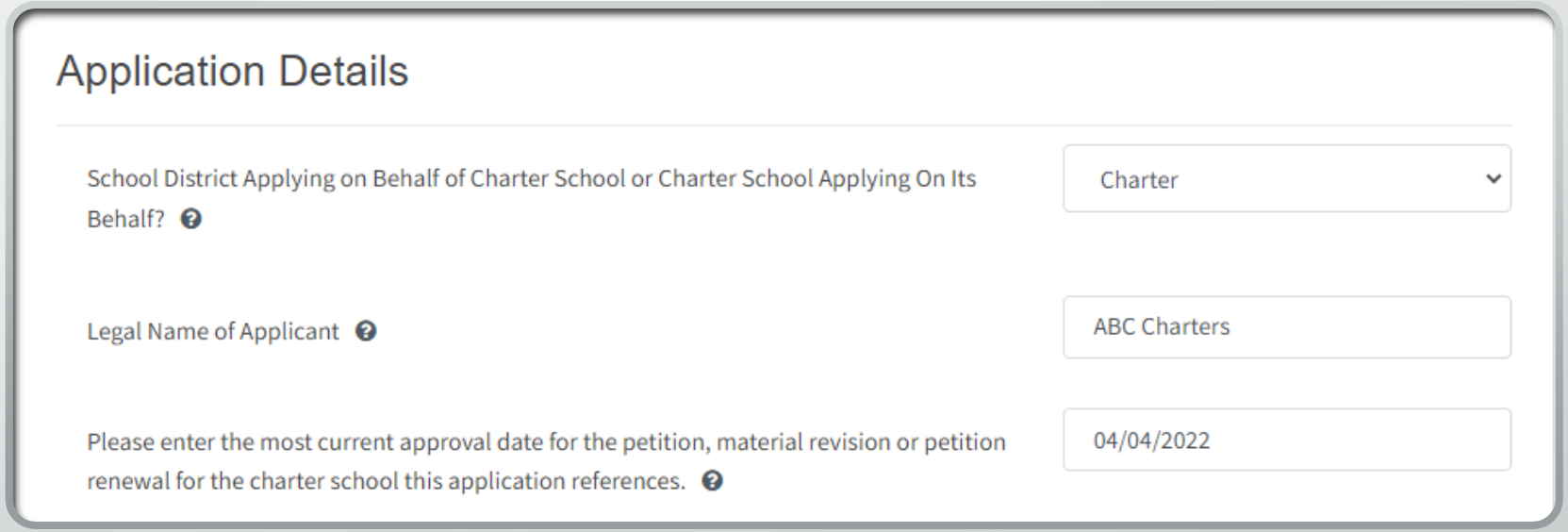
Create Online Application

- Instructions
- List of required docs
- Press *Start Application*
- Creates application draft



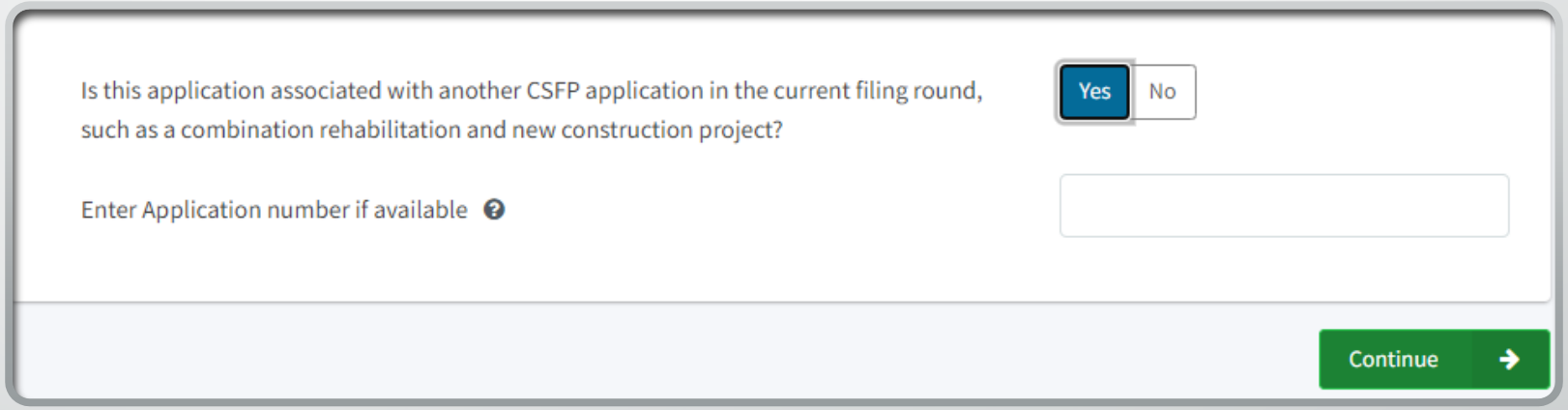
Application Details (All Projects)

- Indicate if applicant is District or Charter
  - If Charter, enter legal name of applicant
- Enter most recent petition approval/renewal date



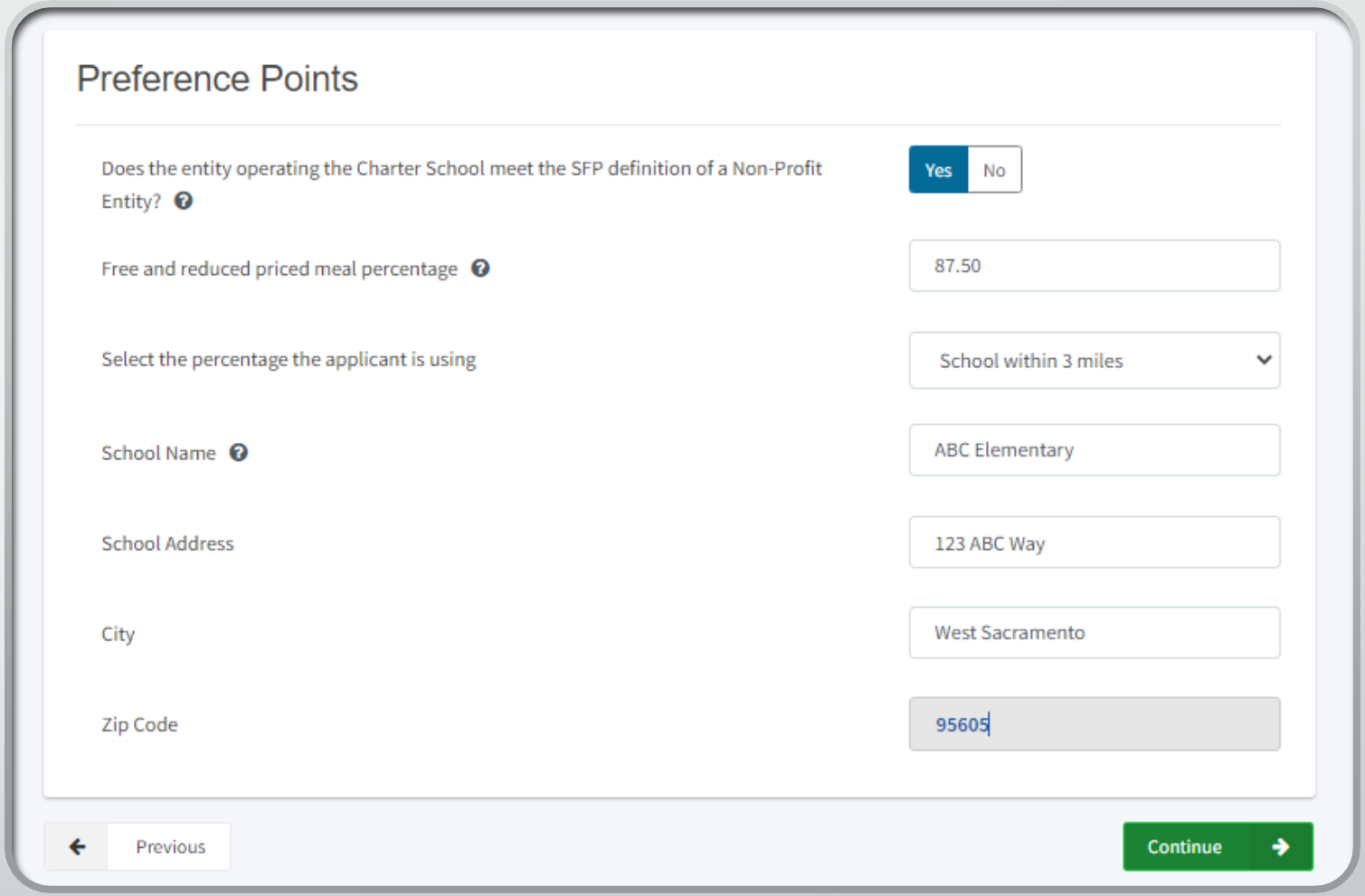
Application Details Cont. (All Projects)

- Indicate if this application is associated with another application
  - Combination rehabilitation and new construction project
  - Leave application number blank for now



Preference Points (All Projects)

- Indicate non-profit status
- Enter FRPM %
  - Enter with 2 decimals
- Indicate what percentage used
  - Charter school
  - District average
  - Other public school within 3 miles of *Charter School General Location*
- Enter school information if school within 3 miles used



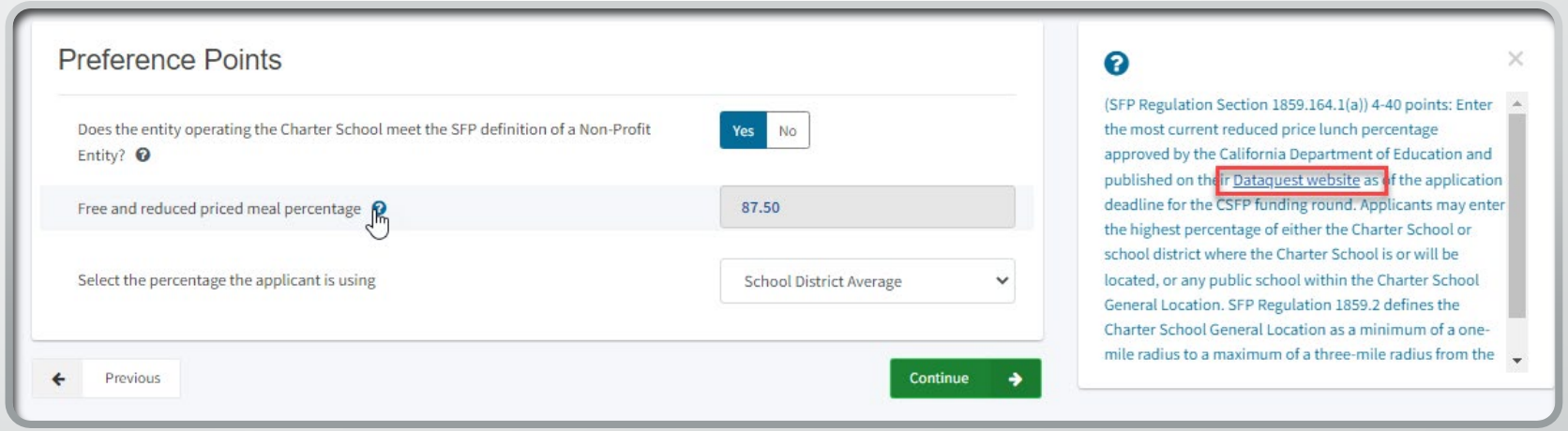
Free and Reduced Priced Meals Percentage

- Use latest data published on CDE
- Use the highest percentage of the following:
  - Charter School
  - District average where project will be physically located
  - Any other public school located within the *General Charter School location*
- Used to assign low-income preference points
  - See SFP Regulation Section 1859.164.1 for breakdown of points

Applicant is responsible for finding other public school with highest FRPM% percentage

Free and Reduced Priced Meals Percentage

- CDE Data Quest Website: https://dq.cde.ca.gov/dataquest/
- Link in help text (?)

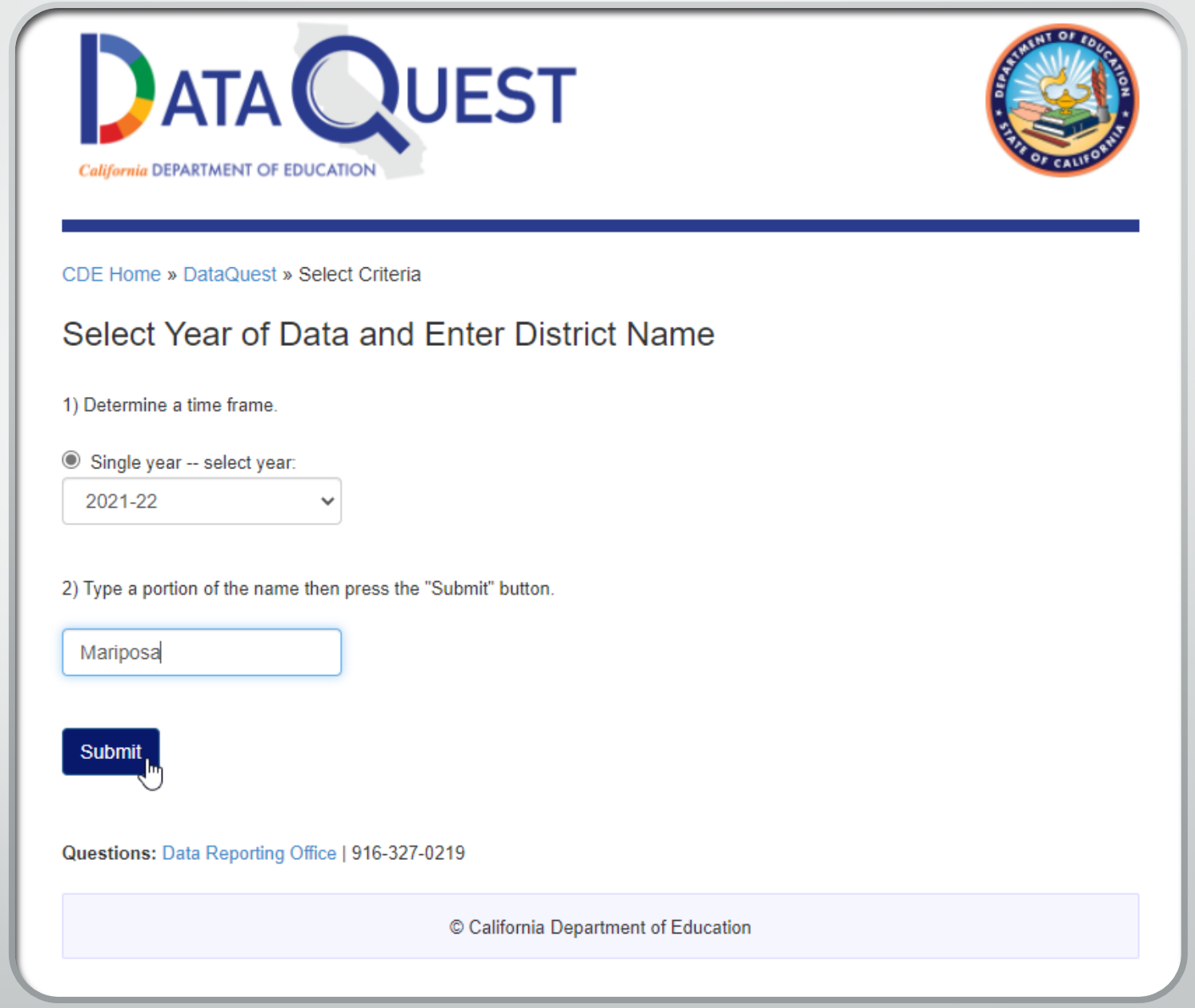


Free and Reduced Priced Meals Percentage

- CDE Data Quest Website: https://dq.cde.ca.gov/dataquest/
- Search by *District* or *School*
- Select *Free and Reduced Price Melas* under *Other Reports*

Free and Reduced Priced Meals Percentage

- Select most current year
- Type a portion of the *District* name



Free and Reduced Priced Meals Percentage

- Select the correct *District*
- Select *Free and Reduced Price Meal – District Summary (with school data)*

Free and Reduced Priced Meals Percentage

- Locate your school's percentage
- Determine if the District's average is higher
- Determine if any public schools located within 3-miles of the *General Charter School Location* have a higher percentage
- May need to search in multiple districts based on 3-mile radius

California Department of Education

Data Reporting Office
Prepared: 4/7/2022 12:09:39 PM

-Select another year-

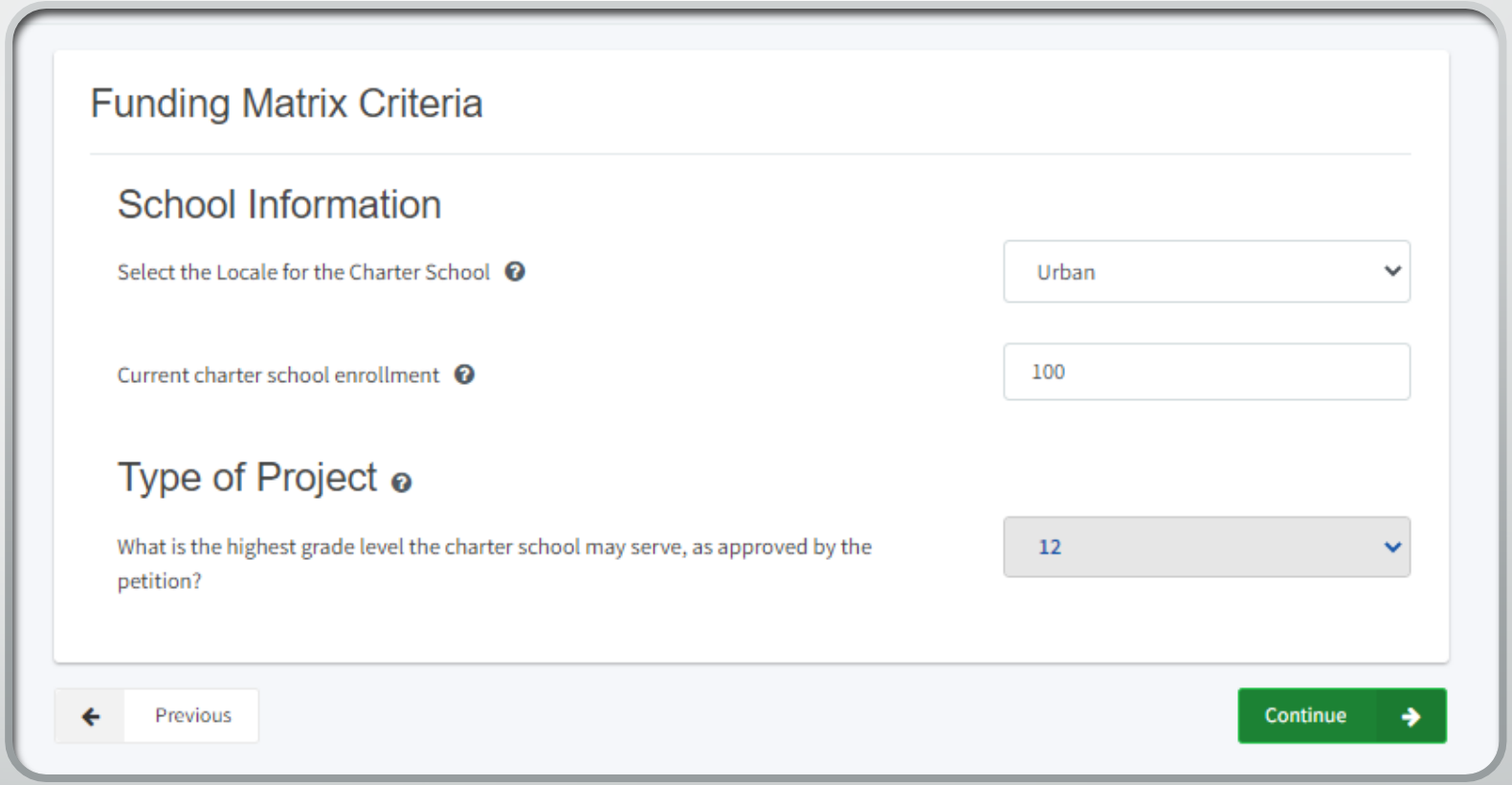
Selected District Level Data - 2265532--Mariposa County Unified
for the year 2020-21

School	CDS Code	Free or Reduced Price Meals	Enrollment U
Non-public non-sectarian schools	22655320000001	0	
Coulterville High	22655322230076	12 (100.0%)	
Greeley Hill Elementary	22655320132258	50 (90.9%)	
Lake Don Pedro Elementary	22655326103477	129 (83.2%)	
Mariposa County High	22655322235356	241 (58.5%)	
Mariposa Elementary	22655326025035	301 (78.4%)	
Sierra Foothill Charter	22655320125823	67 (43.8%)	
Sierra Home	22655322230068	68 (64.2%)	
Spring Hill High (Continuation)	22655322230035	33 (86.8%)	
Woodland Elementary	22655326025050	216 (64.5%)	
Yosemite National Park El Portal	22655326025001	47 (65.3%)	
Yosemite National Park Valley Elementary	22655326025068	12 (36.4%)	
Yosemite Park High	22655322230084	0	
District Total:		1,176 (66.9%)	
County Total:		1,205 (67.1%)	
State Totals:		3,533,825 (58.9%)	

Note: School-level downloadable data files are publicly available on the CDE Student Poverty FRPM Data webpage at https://www.cde.ca.gov/ds/sd/sd/filessp.asp.

Funding Matrix Criteria (All Projects)

- Select Locale
- Enter current charter school enrollment
  - Current CBEDS published on CDE's website
- Select highest grade charter approved to serve in petition

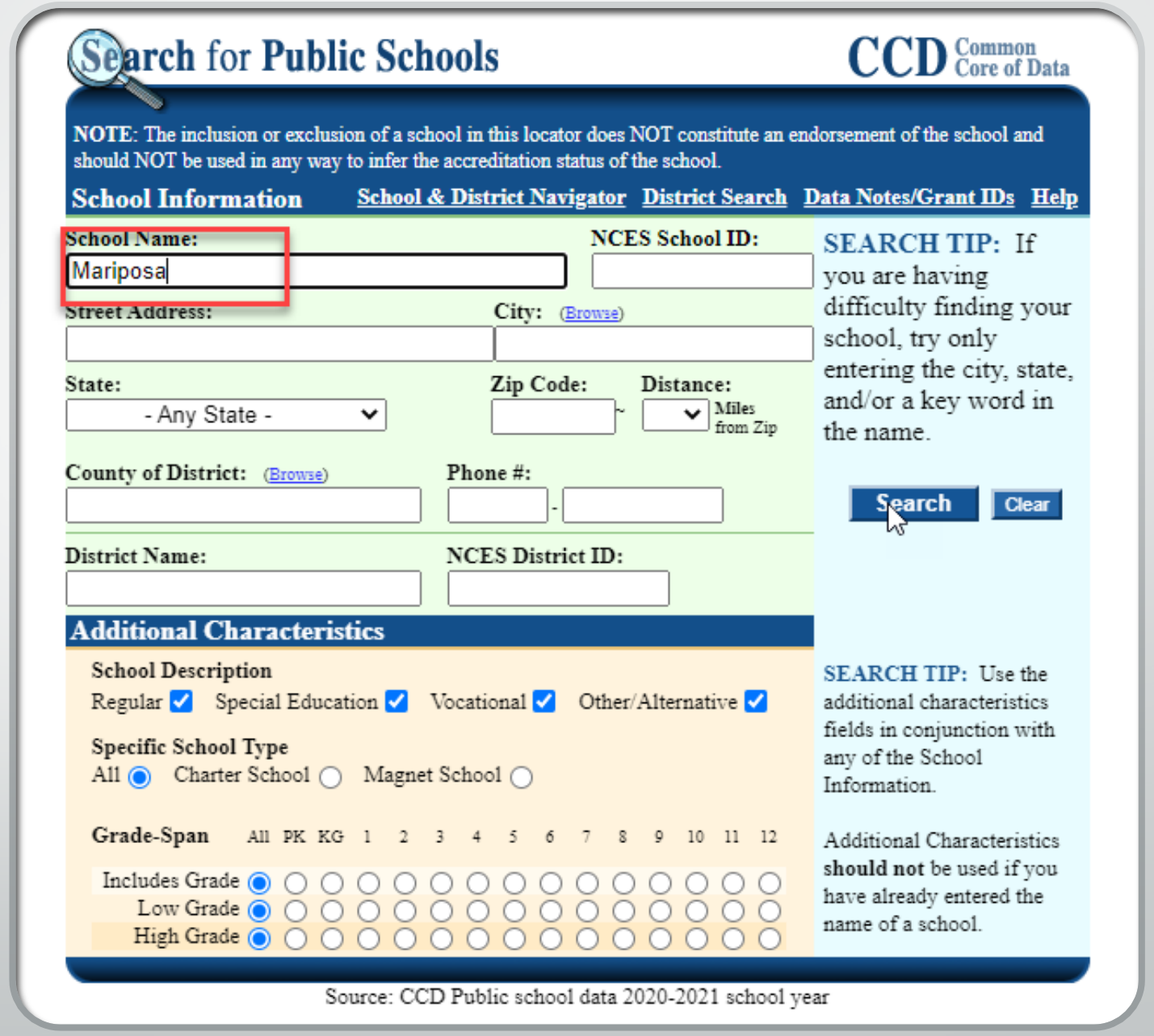


Locale Code

- Use locale code as classified by the National Center for Education Statistics (NCES)
- Can use locale where charter school is currently located or proposed location
  - **Indicate in Project Narrative the address you used**
- Used to determine the Charter School Locale for the Funding Matrix (SFP Reg Section 1859.2):
  - Urban: 11, 12 or 13
  - Rural: 31, 32, 33, 41, 42 or 43
  - Suburban: 21, 22, 23

Local Code

- NCES Website: https://nces.ed.gov/ccd/schoolsearch/
- Enter portion of school name
- Select *Search*



Source: CCD Public school data 2020-2021 school year

Local Code

Select the school

Search for Public Schools

CCD Common Core of Data

NOTE: The inclusion or exclusion of a school in this locator does NOT constitute an endorsement of the school and should NOT be used in any way to infer the accreditation status of the school.

Search Results (records: 14) Modify Search | Data Notes/Grant IDs | Help

	School Name	Phone	County	Students	Grades
1.	Kyrene de la Mariposa School 50 E KNOX RD, TEMPE, AZ 85284	(480)541-3800	Maricopa County	456	PK-5
2.	La Mariposa 4800 Corte Olivas, Camarillo, CA 93012	(805)383-5315	Ventura County	517	KG-5
3.	Mariposa 750 Dartmouth Ave., San Carlos, CA 94070	(650)832-4201	San Mateo County	366	4-5
4.	Mariposa Avenue Elementary 7940 Mariposa Ave., Citrus Heights, CA 95610	(916)971-5212	Sacramento County	311	KG-5
5.	Mariposa County High PO Box 127, Mariposa, CA 95338	(209)742-0260	Mariposa County	412	9-12
6.	Mariposa Dual Language Academy 3875 Glen Street, Reno, NV 89502	(775)826-4040	Washoe County	172	PK-5
7.	Mariposa Elementary PO Box 5002, Mariposa, CA 95338	(209)742-0340	Mariposa County	384	KG-8
8.	Mariposa Elementary 1605 E. D St., Ontario, CA 91764	(909)983-4116	San Bernardino County	654	KG-6
9.	Mariposa Elementary 30800 Palo Alto Dr., Redlands, CA 92373	(909)794-8620	San Bernardino County	474	KG-5
10.	Mariposa Elementary 1111 W. Mariposa Dr., Brea, CA 92821	(714)529-4916	Orange County	550	KG-6
11.	Mariposa Elementary 737 W. Ave. H-6, Lancaster, CA 93534	(661)942-0437	Los Angeles County	604	KG-6
12.	MARIPOSA ELEMENTARY SCHOOL 2620 SE MARIPOSA AVE, PORT ST LUCIE, FL 34952	(772)337-5960	ST. Lucie County	660	PK-5
13.	Mariposa School of Global Education 6050 N. Calmfield Ave., Agoura, CA 91301	(818)707-7144	Los Angeles County	337	KG-8
14.	Mariposa-Nabi Primary Center 987 S. Mariposa Ave., Los Angeles, CA 90006	(213)385-0241	Los Angeles County	122	KG-2

Source: CCD Public school data 2020-2021 school year

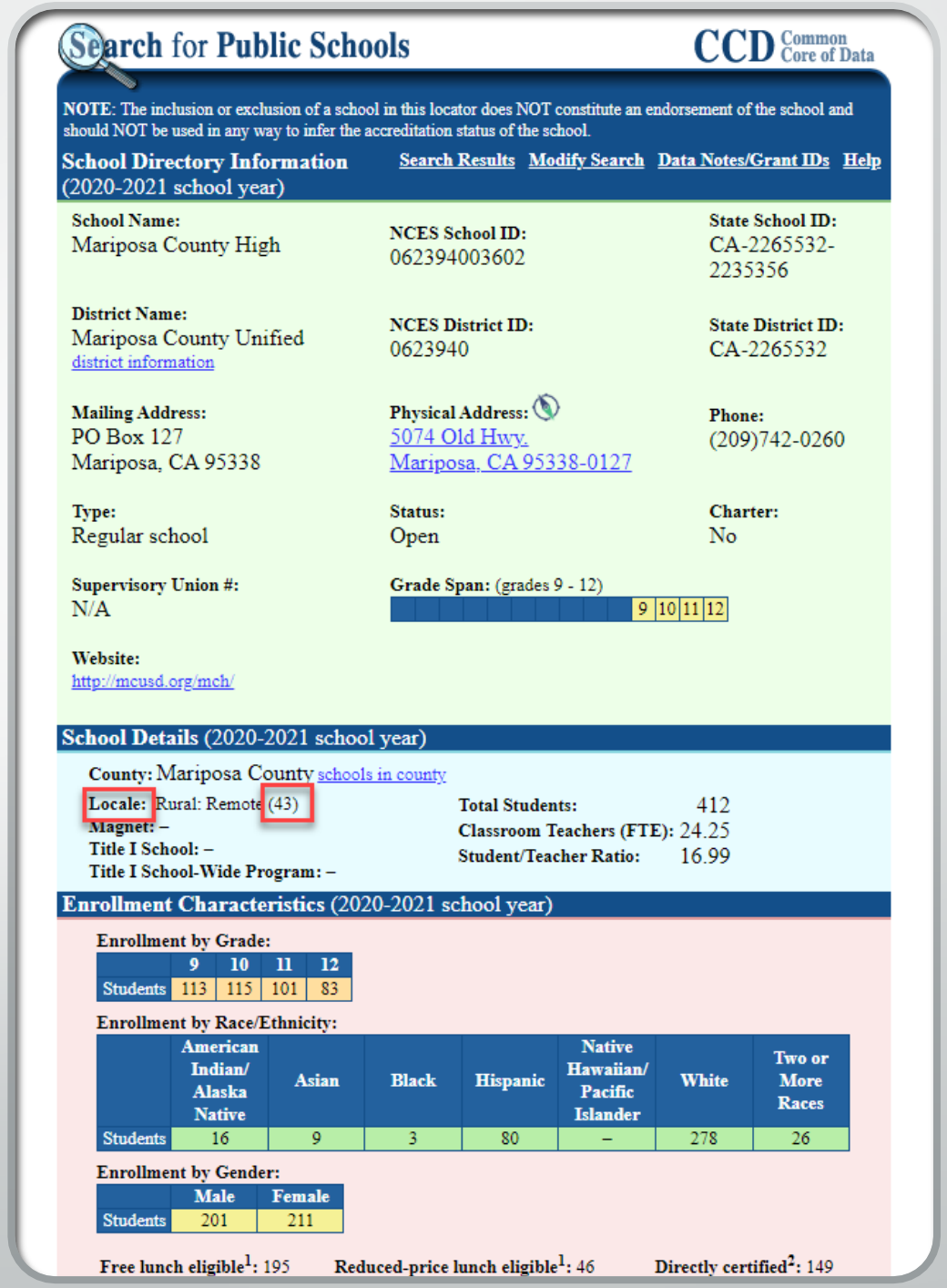
Local Code

- Record the locale Code **Number**
- Determine Locale using CSFP definitions:

  Urban: 11, 12 or 13

  Rural: 31, 32, 33, 41, 42 or 43

  Suburban: 21, 22, 23



Search for Public Schools — CCD Common Core of Data

NOTE: The inclusion or exclusion of a school in this locator does NOT constitute an endorsement of the school and should NOT be used in any way to infer the accreditation status of the school.

School Directory Information (2020-2021 school year) — Search Results | Modify Search | Data Notes/Grant IDs | Help

School Name: Mariposa County High
NCES School ID: 062394003602
State School ID: CA-2265532-2235356

District Name: Mariposa County Unified
district information
NCES District ID: 0623940
State District ID: CA-2265532

Mailing Address: PO Box 127, Mariposa, CA 95338
Physical Address: 5074 Old Hwy, Mariposa, CA 95338-0127
Phone: (209)742-0260

Type: Regular school
Status: Open
Charter: No

Supervisory Union #: N/A
Grade Span: (grades 9 - 12) 9 10 11 12

Website: http://mcusd.org/mch/

School Details (2020-2021 school year)

County: Mariposa County schools in county
Locale: Rural: Remote (43)
Magnet: –
Title I School: –
Title I School-Wide Program: –
Total Students: 412
Classroom Teachers (FTE): 24.25
Student/Teacher Ratio: 16.99

Enrollment Characteristics (2020-2021 school year)

Enrollment by Grade:

	9	10	11	12
Students	113	115	101	83

Enrollment by Race/Ethnicity:

	American Indian/ Alaska Native	Asian	Black	Hispanic	Native Hawaiian/ Pacific Islander	White	Two or More Races
Students	16	9	3	80	–	278	26

Enrollment by Gender:

	Male	Female
Students	201	211

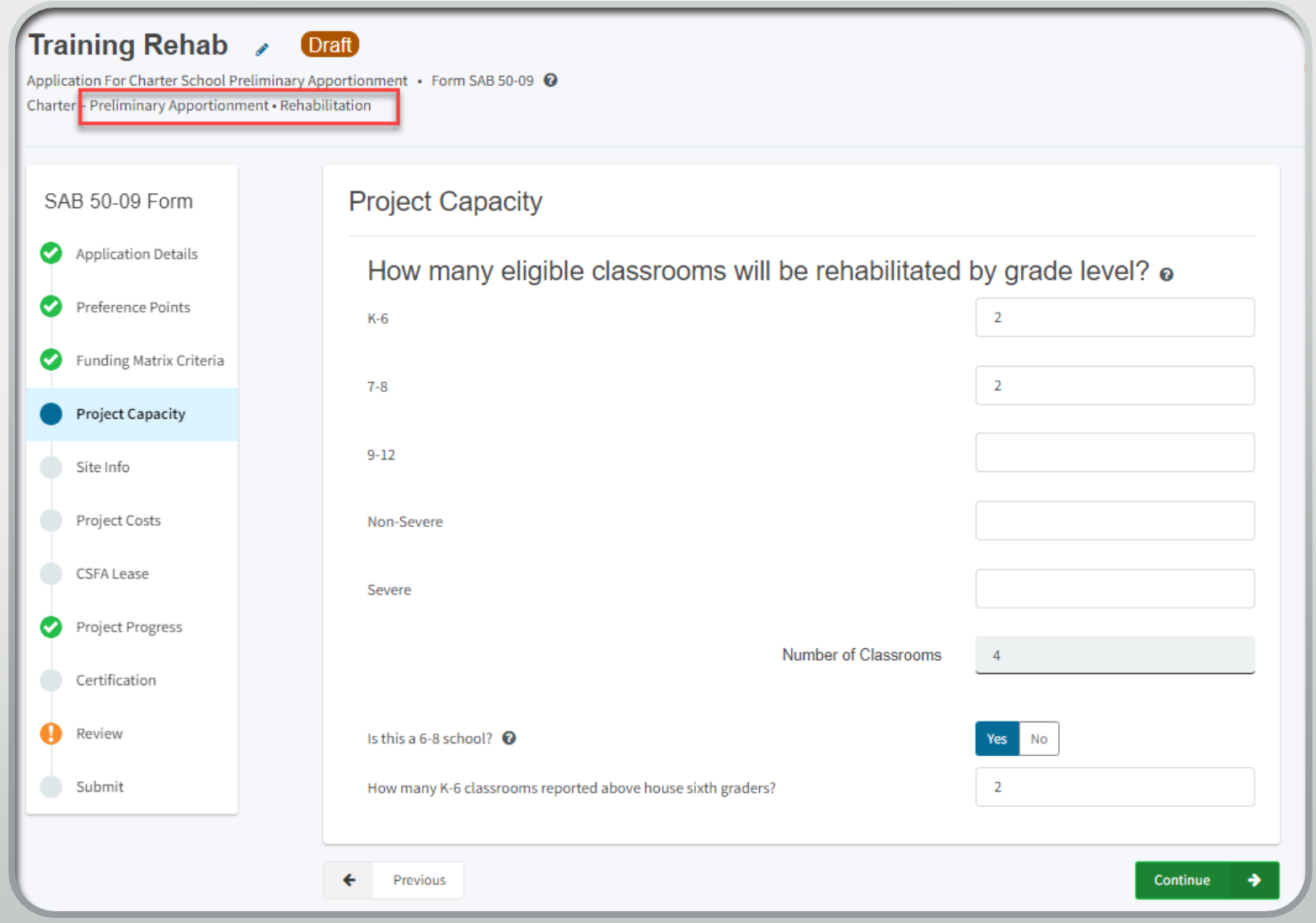
Free lunch eligible[1]: 195 **Reduced-price lunch eligible**[1]: 46 **Directly certified**[2]: 149

Current Enrollment

- Use latest available CBEDS report
  - If a CBEDS report is unavailable, the registration list for the Charter School may be used
- Used to determine the Charter School Size for the Funding Matrix (SFP Reg Section 1859.2):
  - Small: up to 175
  - Medium: 176-350
  - Large: 351 or more

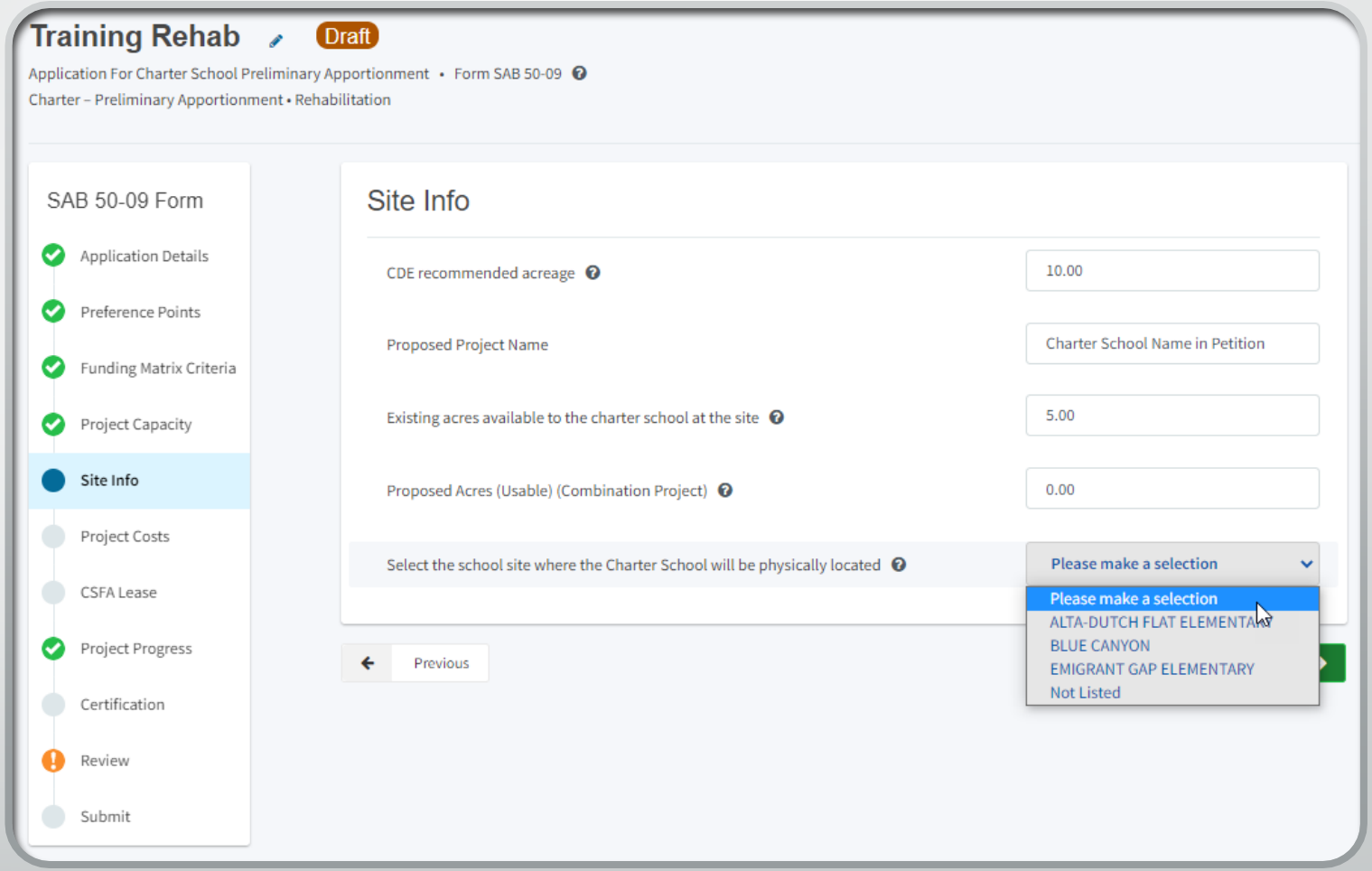
Project Capacity (Rehabilitation Projects)

- Enter the number of eligible classrooms in the rehabilitation project by grade level
- If this is a 6-8 school select, select 'Yes'
  - Enter the number of 6th grade classrooms



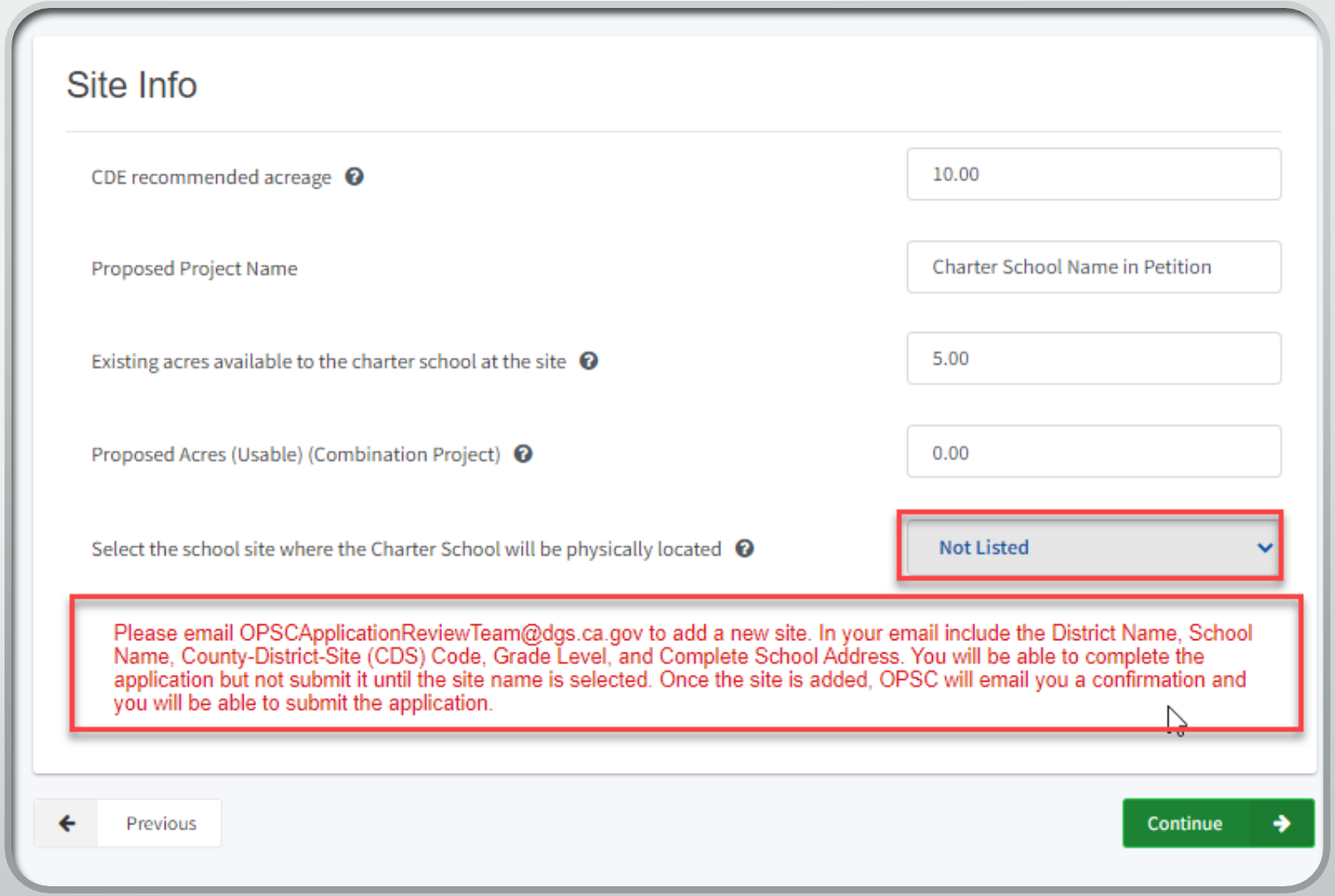
Site Info (Rehabilitation Projects)

- Enter recommended acres from CDE letter
- Proposed Project Name = Charter School name as it appears in petition
- Enter the existing acres available to the charter school at the district site
- Enter *zero* for Proposed Acres, unless there is a combination new construction project WITH site acquisition
- Select the site where the rehabilitation project will be located



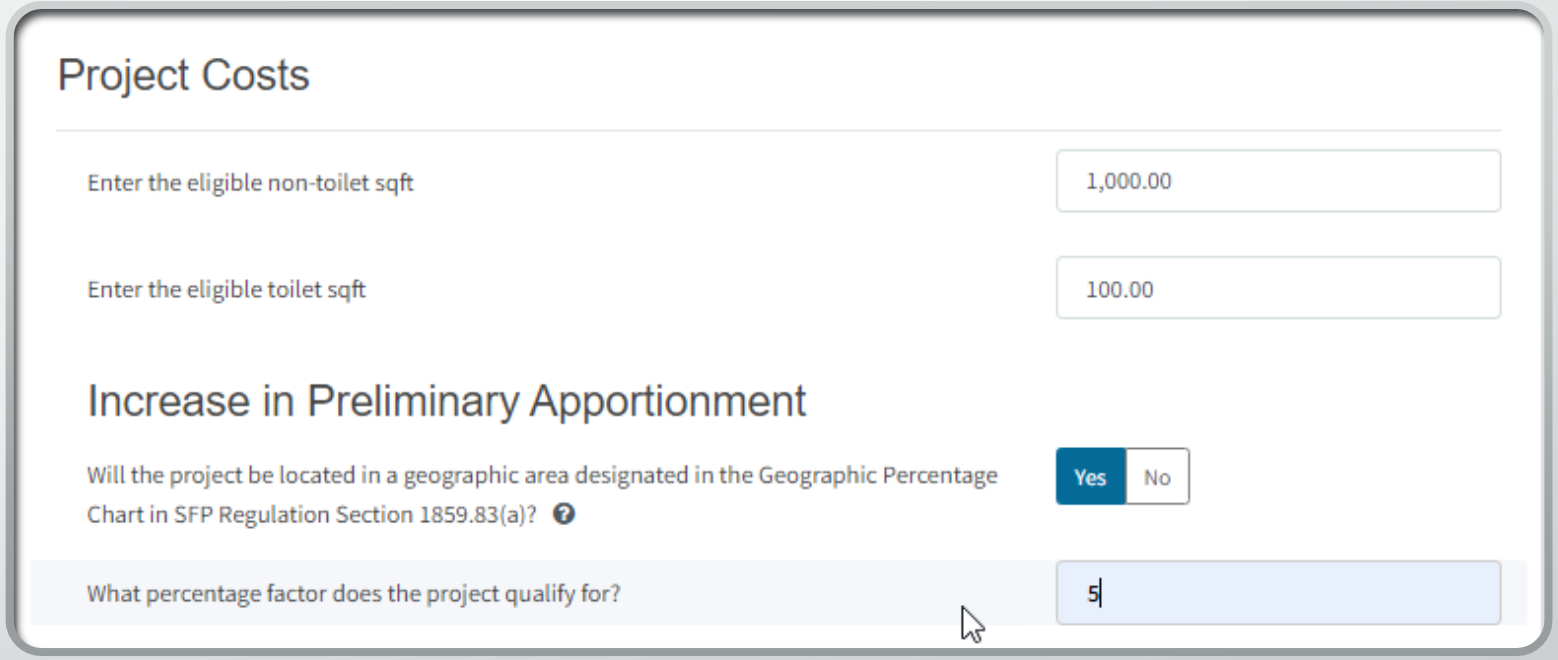
Site Info (Rehabilitation Projects)

- If site is not listed, or name has changed, request to have it added or changed: OPSCApplicationReviewTeam@dgs.ca.gov
  - Most existing district sites should be listed



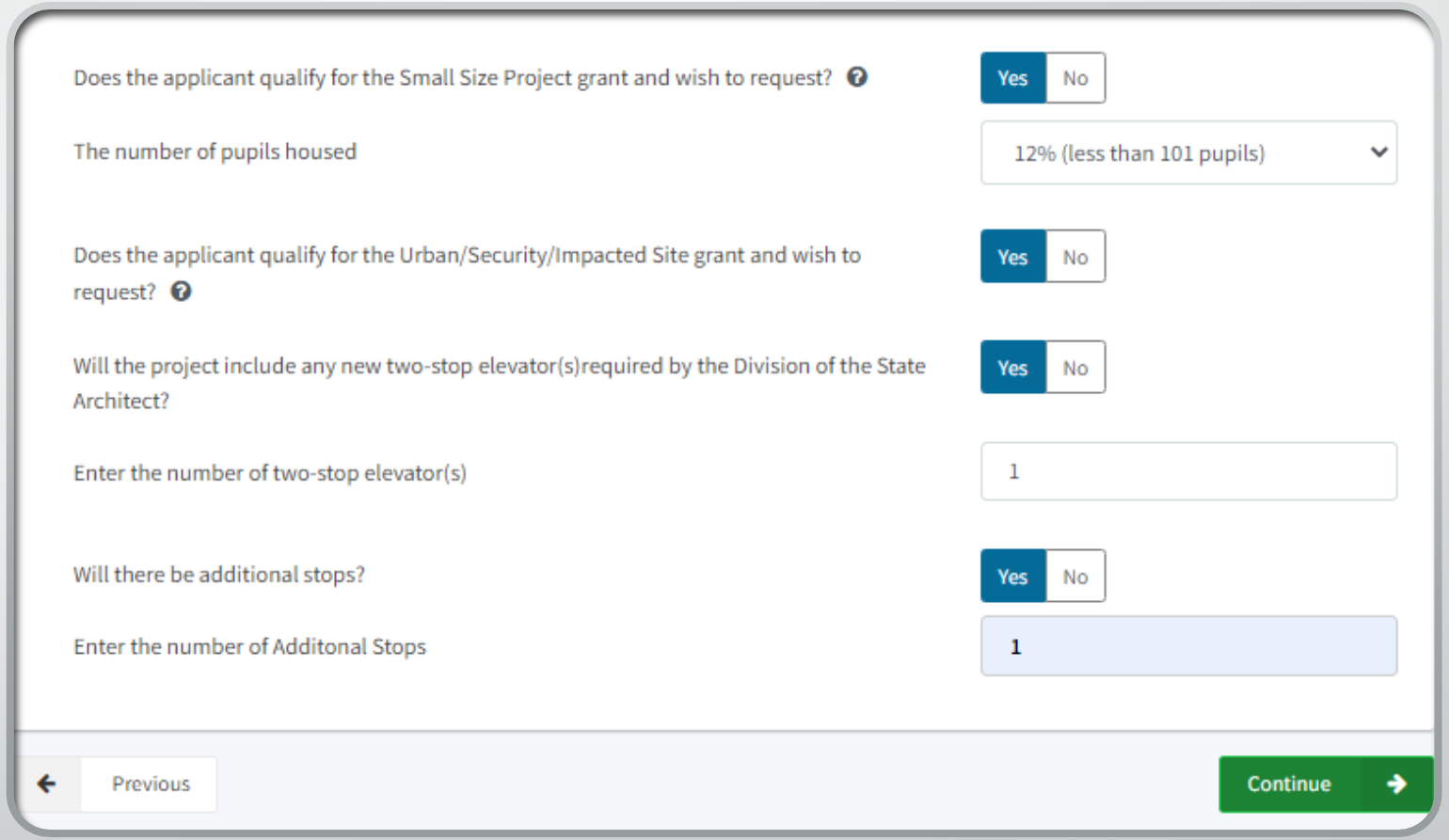
Project Costs (Rehabilitation Projects)

- Enter the *non-toilet* and *toilet* square feet to be rehabilitated
- Indicate if the project is in a *geographic* area and enter the percentage
  - Percentage by county charter in help text
  - Question may not appear if project is not located in geo area



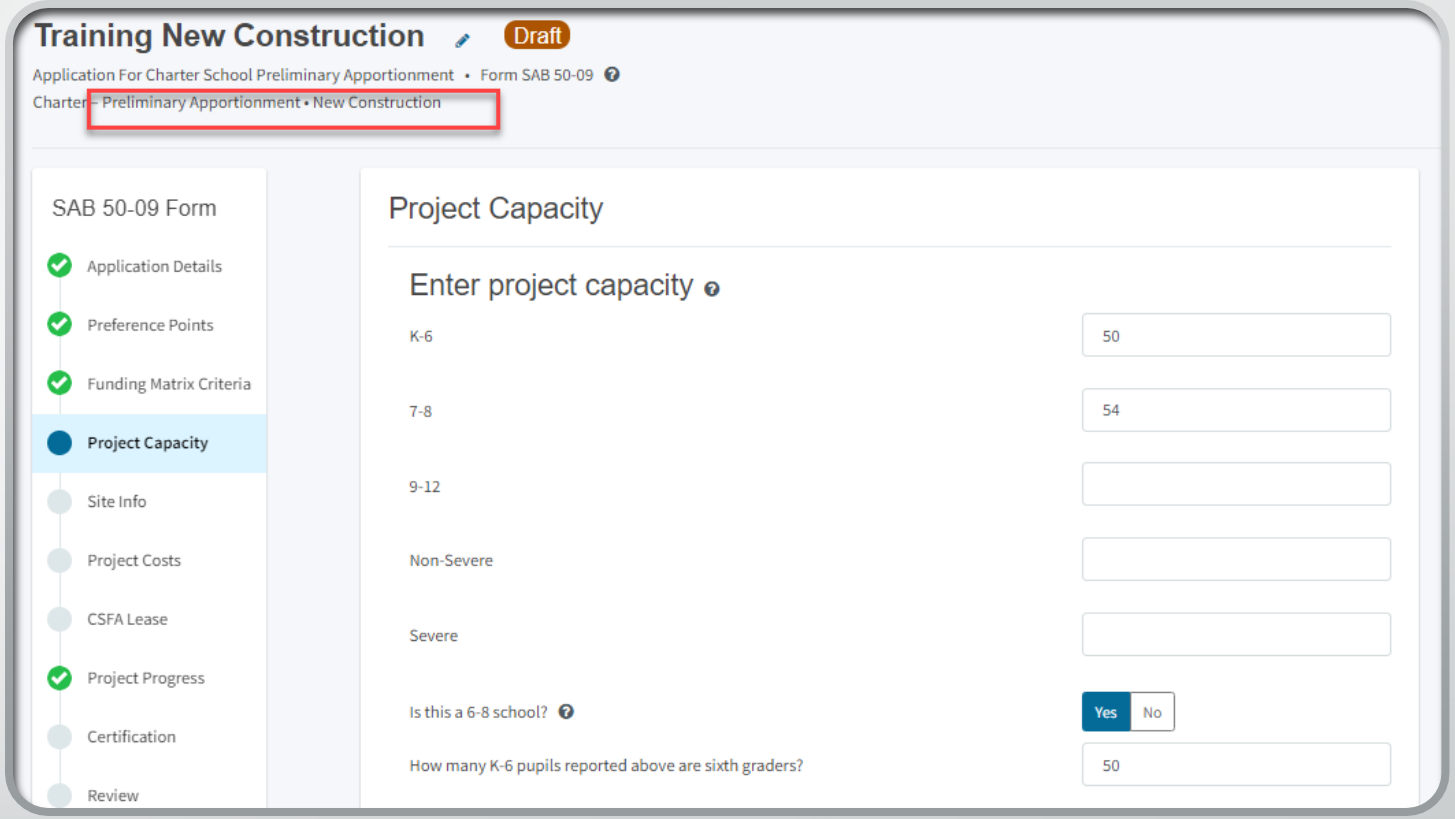
Project Costs Cont. (Rehabilitation Projects)

- If the project will house 200 pupils or less, select *Small Size* and indicate the percentage
- If the existing acres are 60% or less than the CDE recommended acres select *Urban/Security/Impacted Site*
- Indicate if the project will include the addition of2-stop elevators and indicate additional stops



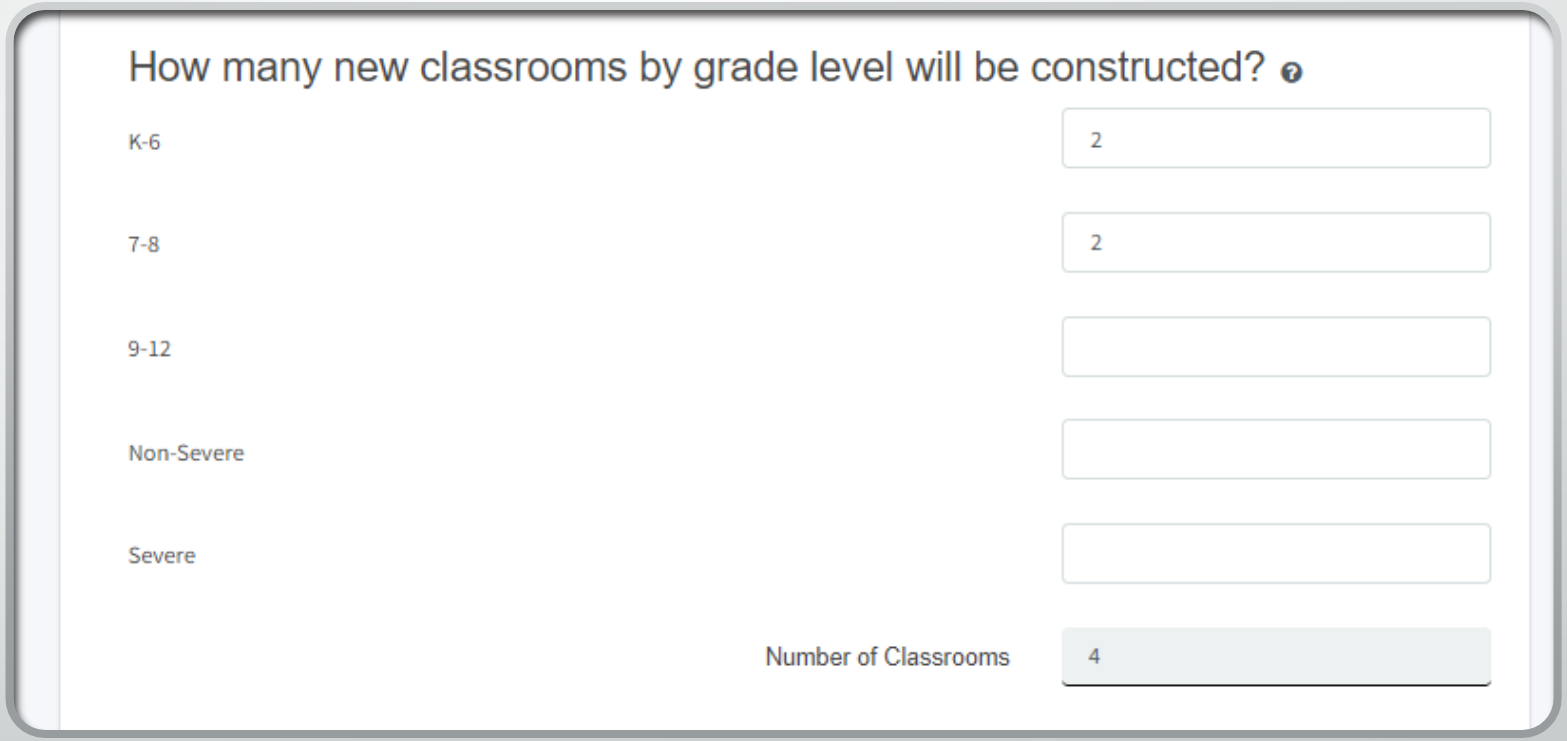
Project Capacity (New Construction Projects)

- Enter the pupil grants requested by grade level
  - Based on the number of classrooms constructed
    - 25 pupils/K-6 CR
    - 27 pupils/7-12 CR
    - 13 pupils/non-severe CR
    - 9 pupils/severe CR
- Select if this is a 6-8 school
  - Enter the number of 6th grade pupils



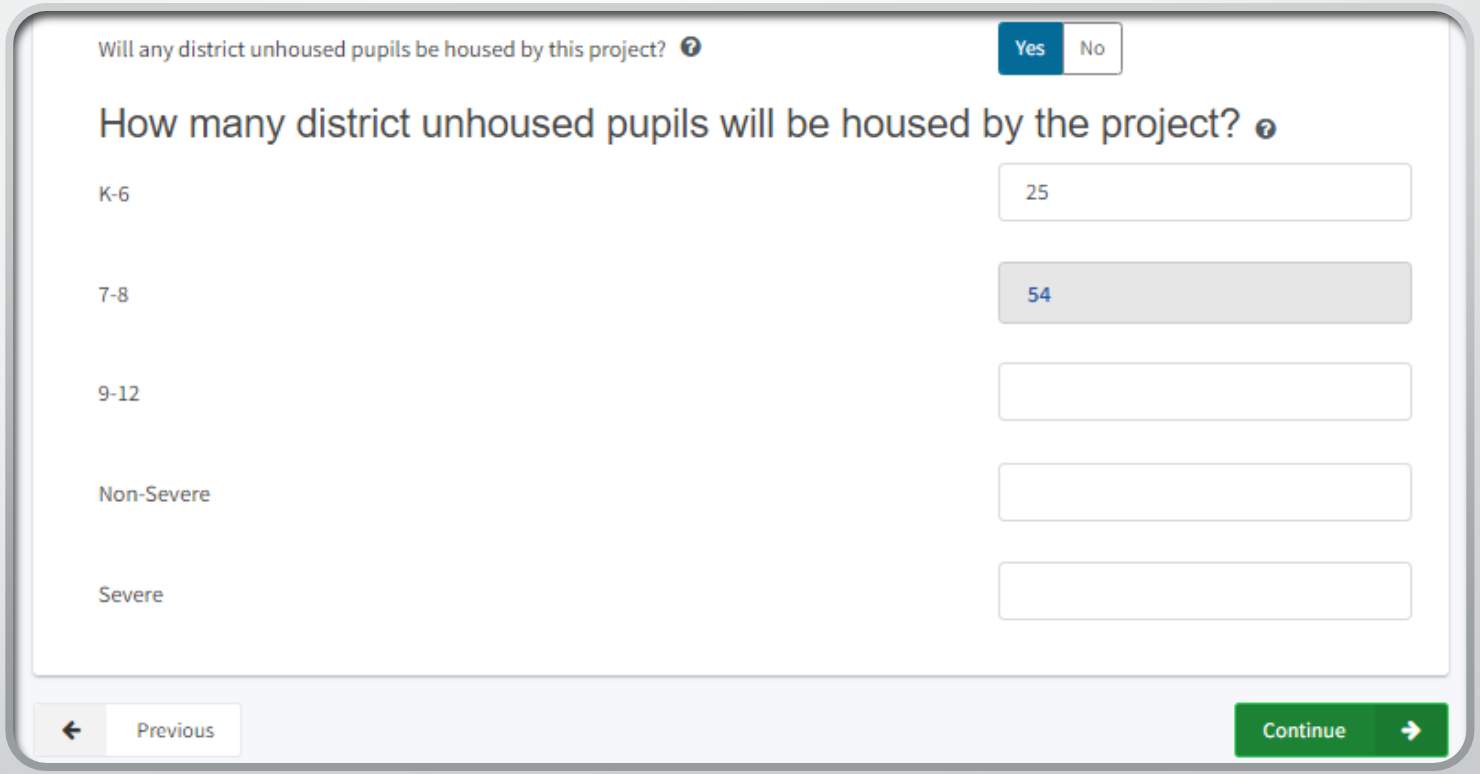
Project Capacity Cont. (New Construction Projects)

- Enter the number of classrooms that will be constructed by grade level
- Must build enough classrooms to house requested pupil grants
- Can build more classrooms than the pupil grants requested



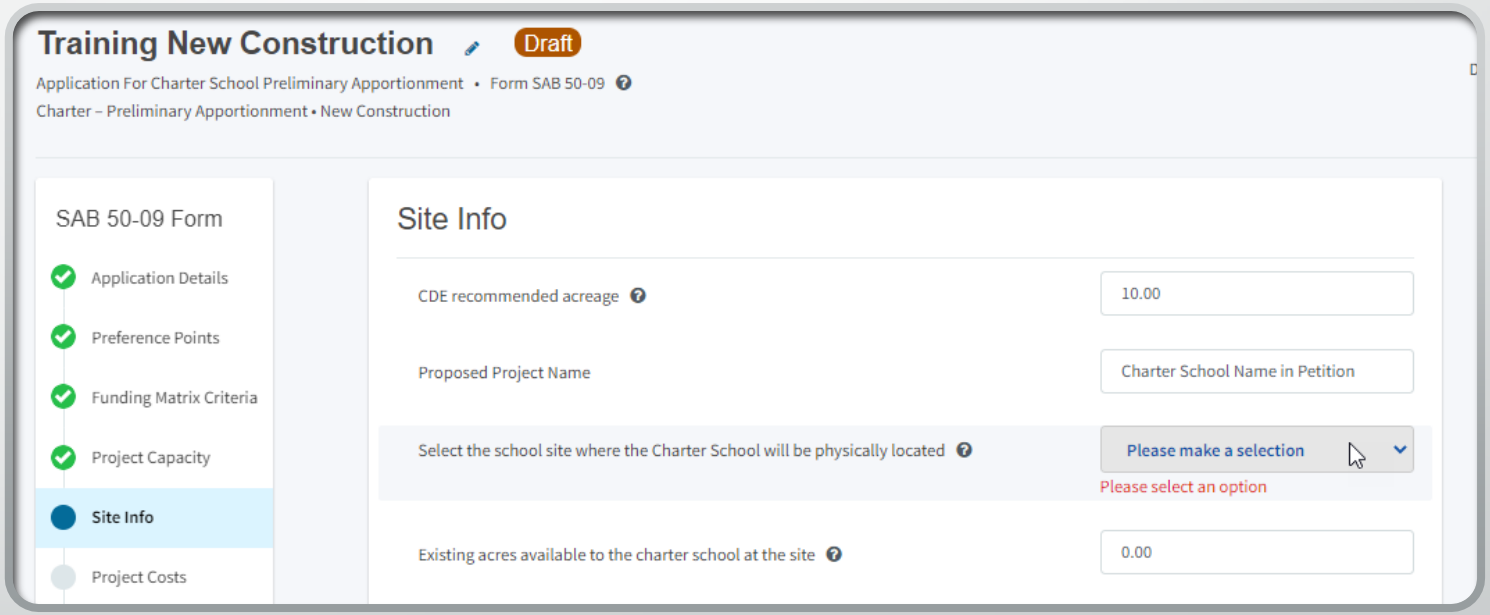
Project Capacity Cont. (New Construction Projects)

- Indicate if District certified or will certify that charter project will house district pupils
  - *Yes* or *No* must be selected, but can be edited once information is available and has been verified by OPSC
- Enter the pupil certification by grade if available
  - This can be added or edited later



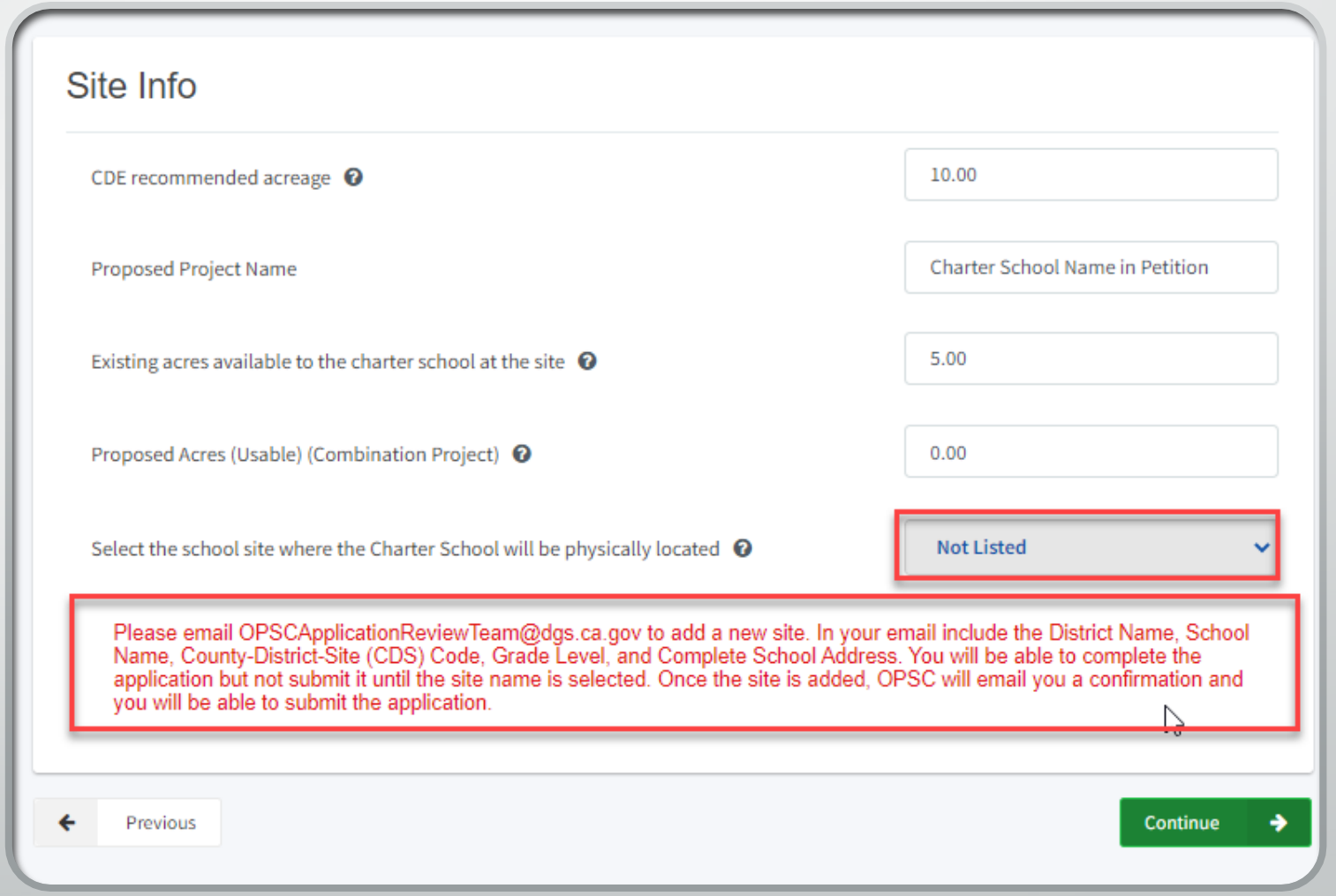
Site Info (New Construction Projects)

- Enter recommended acres from CDE letter
- Proposed Project Name = Charter School name as it appears in petition
- For additions to existing sites, select the site where the project will be located
- **For new sites, select the charter school's current site**
- Enter the existing acres available to the charter school at the district site, if applicable
  - Addition to an existing site



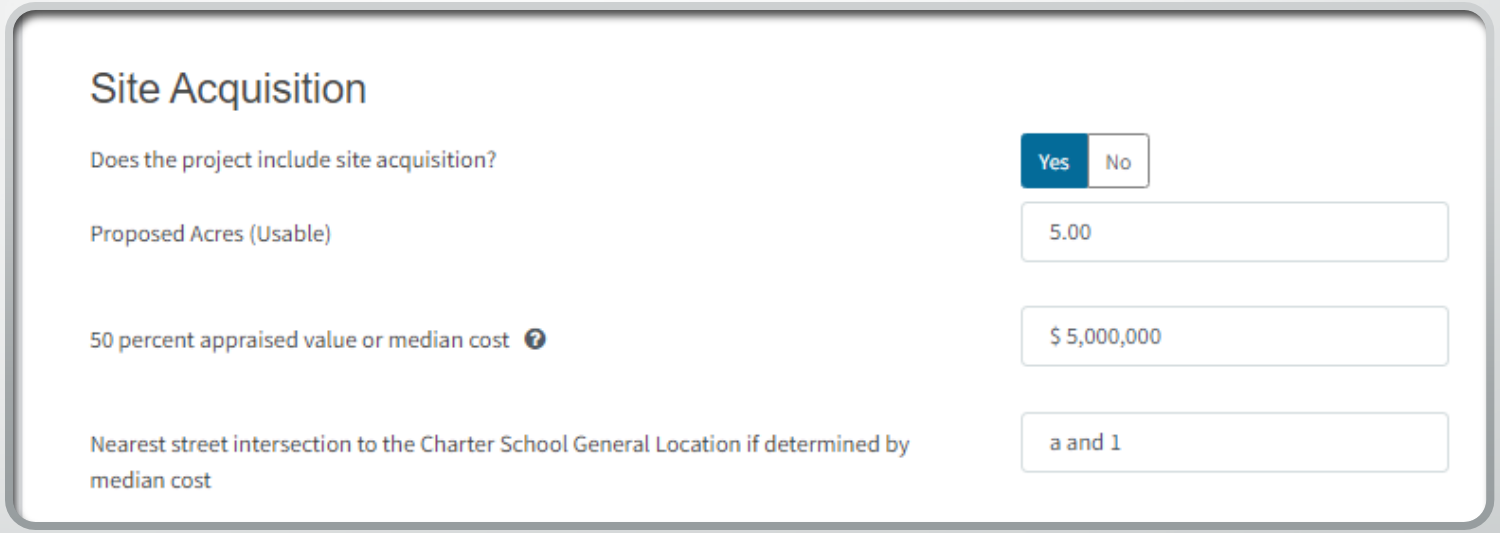
Site Info Cont. (New Construction Projects)

- If site is not listed, or name has changed, request to have it added or changed: OPSCApplicationReviewTeam@dgs.ca.gov



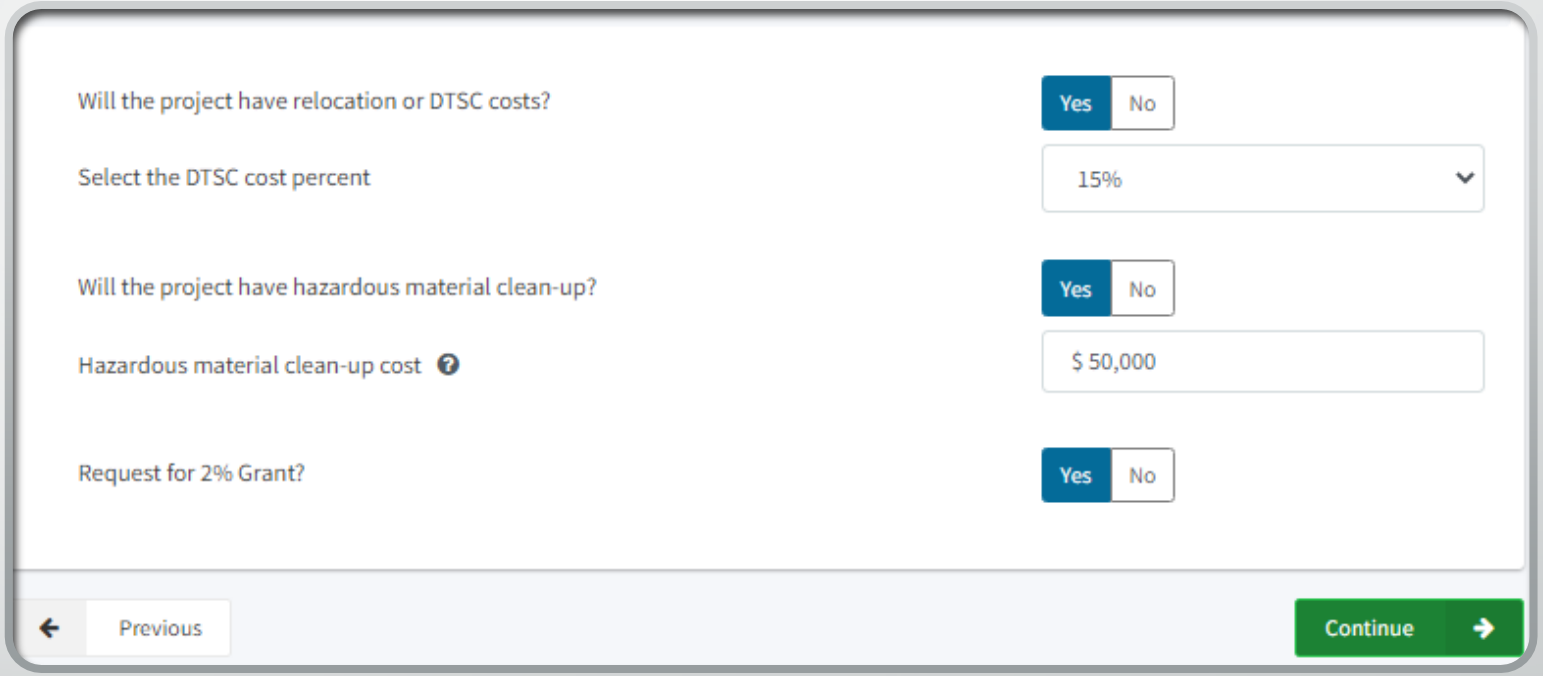
Site Info Cont. (New Construction Projects)

- Indicate if project includes site acquisition.
- If Yes:
  - Enter how many acres you plan to purchase
  - Enter **50%** of the estimated cost to purchase the site
    - If using median cost, enter cross streets for 1–3-mile radius
    - See CSFP Preliminary Apportionment Application Submittal Requirements for appraisal and median cost information



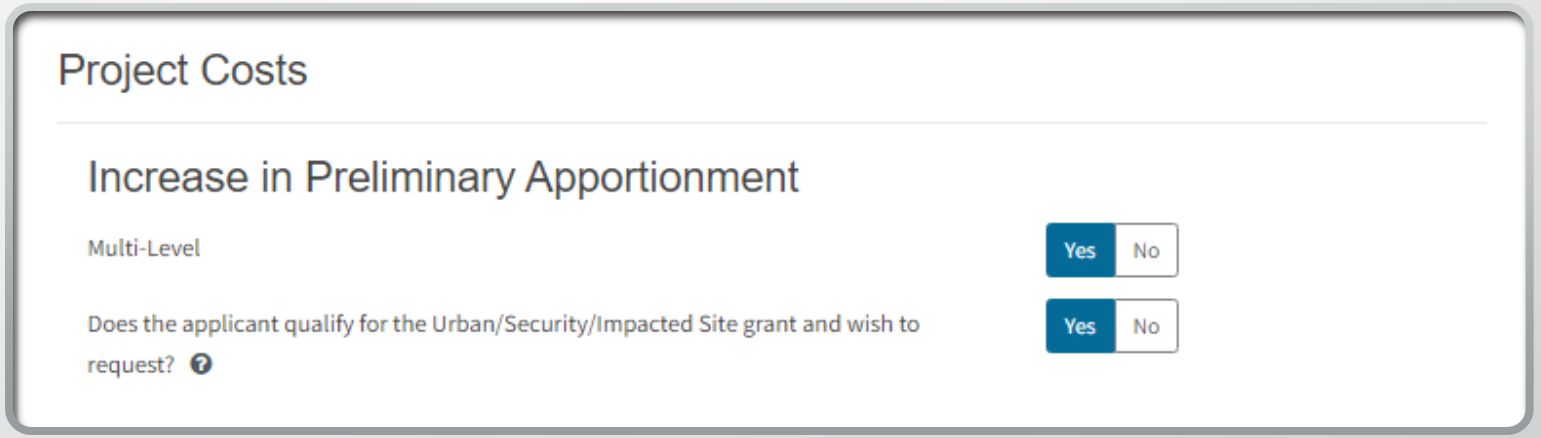
Site Info Cont. (New Construction Projects)

- Indicate if requesting DTSC fees
  - Select 15% of site acquisition estimated site costs or historical cost
- Indicate if requesting hazardous waste removal
  - Enter estimated 50% cost
- Indicate if requesting 2% grant
  - 2% of site acquisition for escrow, appraisal, site testing, etc.



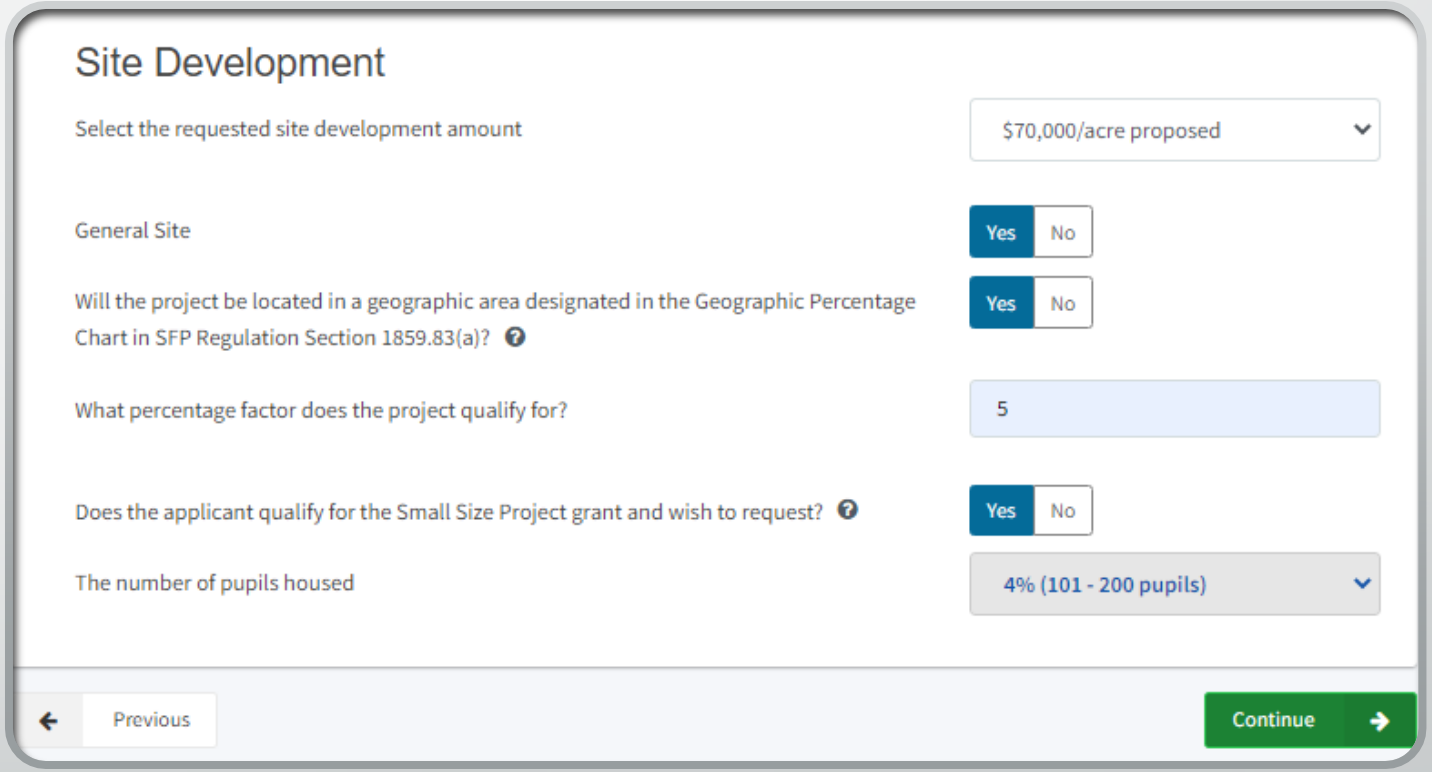
Project Costs (New Construction Projects)

- Indicate if the project will include multilevel construction
  - Usable site acreage must be less than 75% CDE recommended acres
- If yes, indicate if the project qualifies for Urban/Security/Impacted Site
  - Multilevel Construction
  - Proposed acres (plus any existing) 60% or less than CDE recommended
  - If site purchased, cost is $750,000 per acre or more



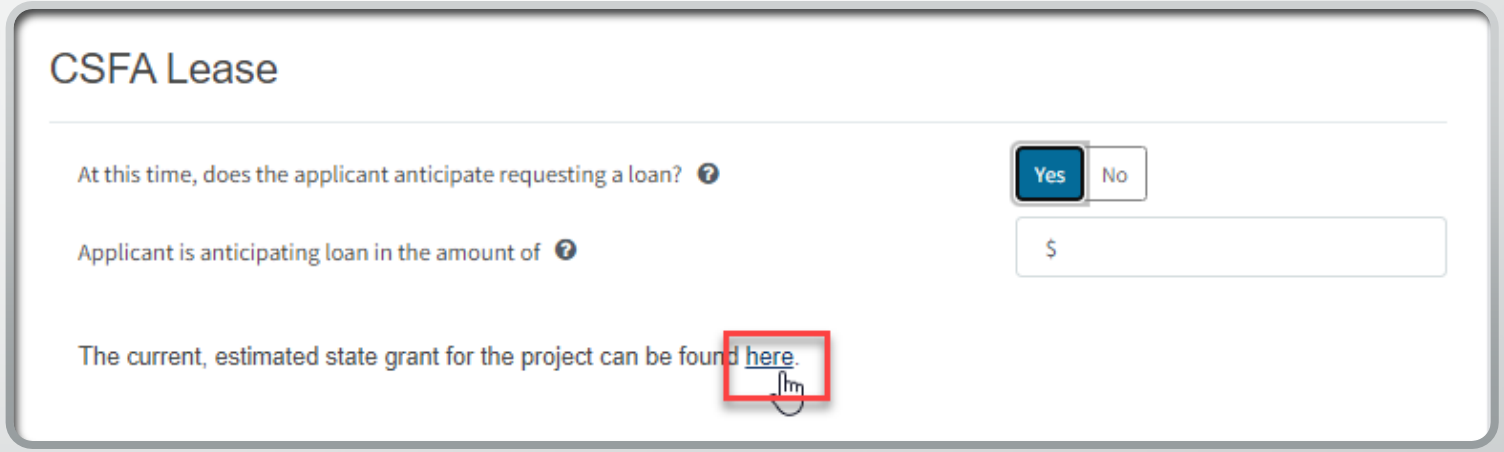
Project Costs Cont. (New Construction Projects)

- Indicate if site development is requested
  - $70,000 per proposed acre or historical cost
- Indicate if General Site grant is requested
  - Project must include site acquisition to qualify
- Indicate if the project is in a geographic area and enter the percentage
  - Percentage by county chart in help text
- If the project will house 200 pupils or less, select small size and indicate the percentage



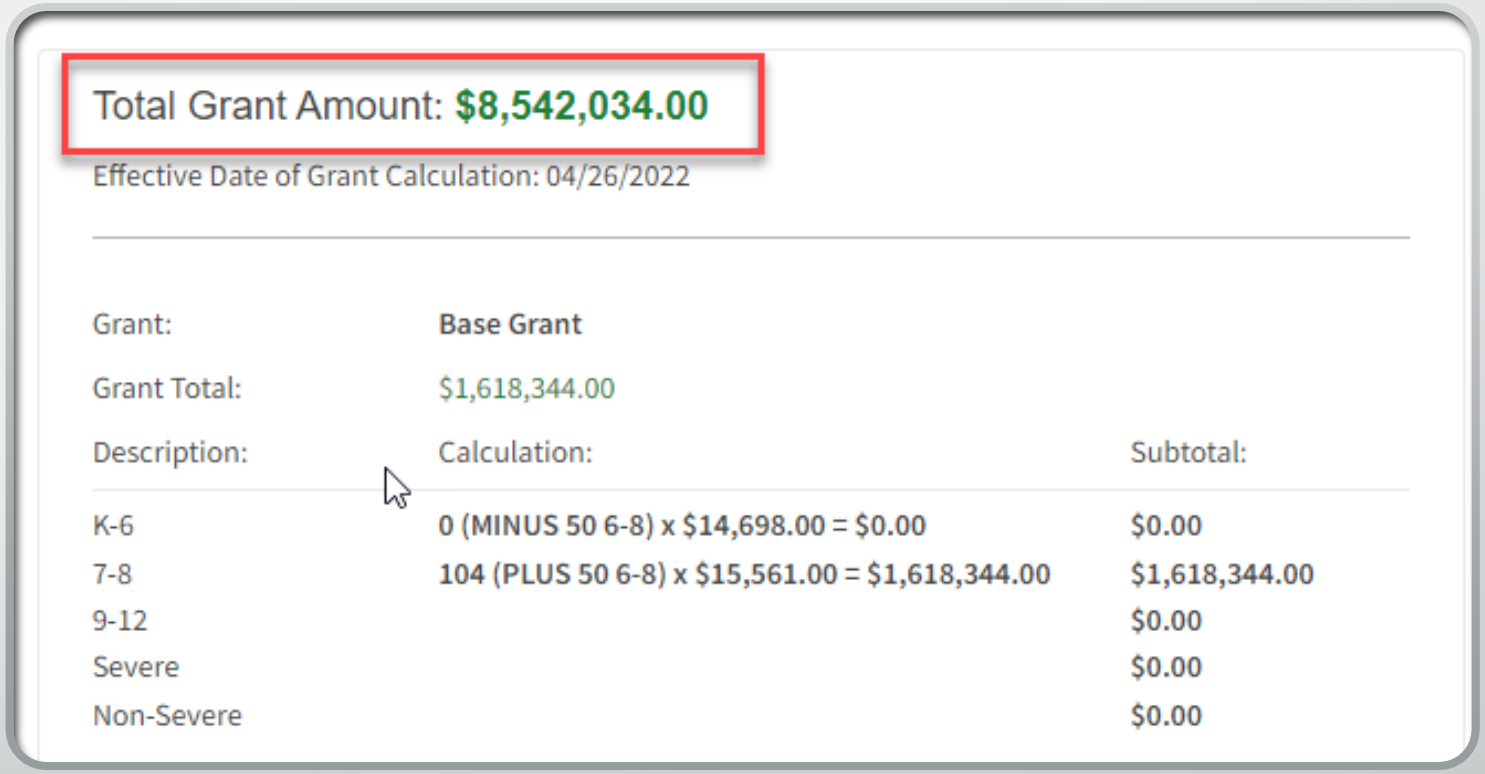
CSFA Lease (All Projects)

- Indicate if a loan will be requested for the applicant match
- **Do not enter a loan amount yet**
- Applicant will need to match state grant amount with cash contribution, loan or combination
- Click on the link to see the estimated state grant (unverified)
- Only use this link to view grant calculations



CSFA Lease Cont. (All Projects)

- *Total Grant Amount* is the estimated (unverified) State Grant **IF** you did not enter a loan amount on the previous page
  - Loan amounts are included in the Total Grant Amount
  - Total Grant Amount = total amount of bond authority reserved for project



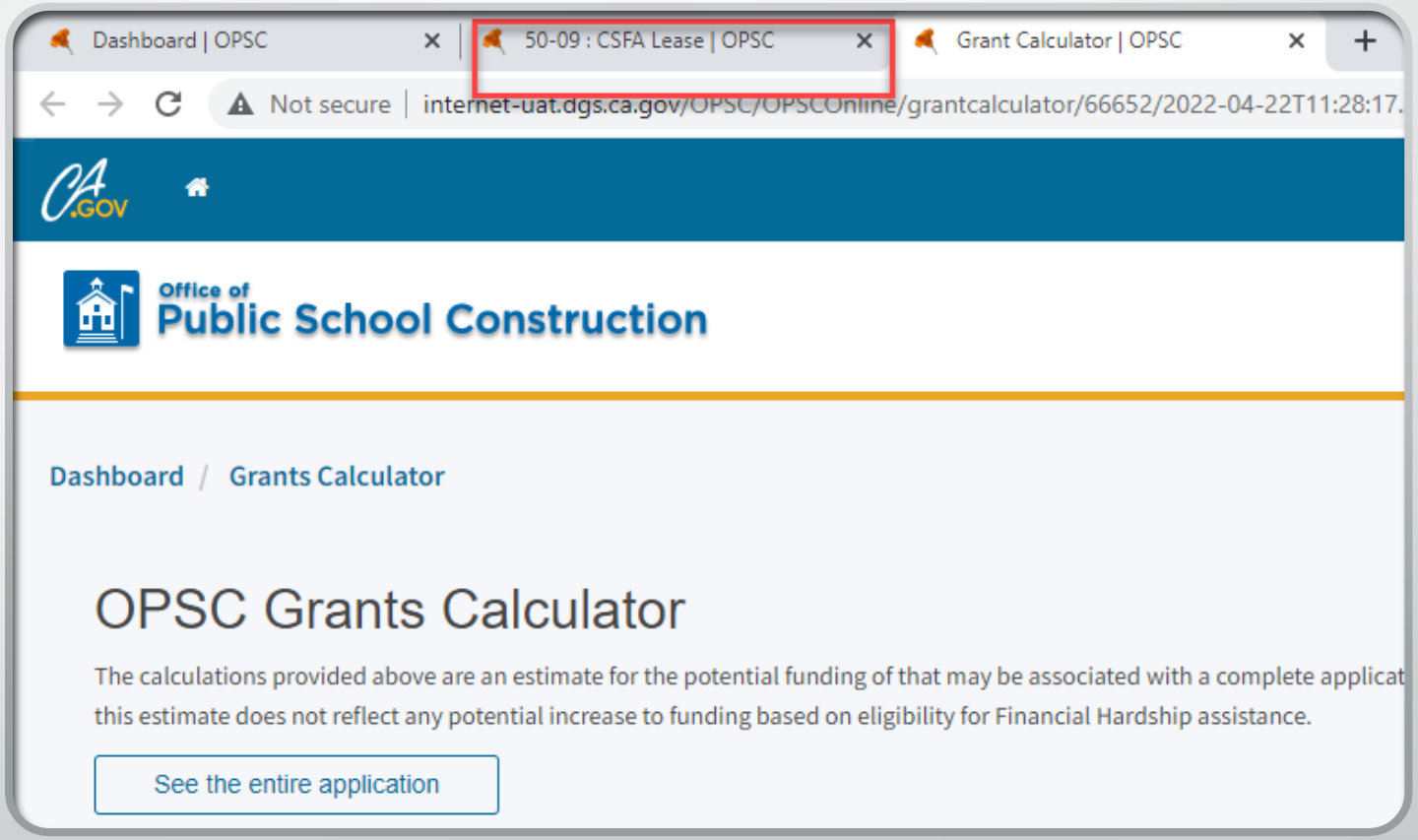
Total Grant Amount: **$8,542,034.00**

Effective Date of Grant Calculation: 04/26/2022

Grant:	**Base Grant**	
Grant Total:	$1,618,344.00	
Description:	Calculation:	Subtotal:
K-6	0 (MINUS 50 6-8) x $14,698.00 = $0.00	$0.00
7-8	104 (PLUS 50 6-8) x $15,561.00 = $1,618,344.00	$1,618,344.00
9-12		$0.00
Severe		$0.00
Non-Severe		$0.00

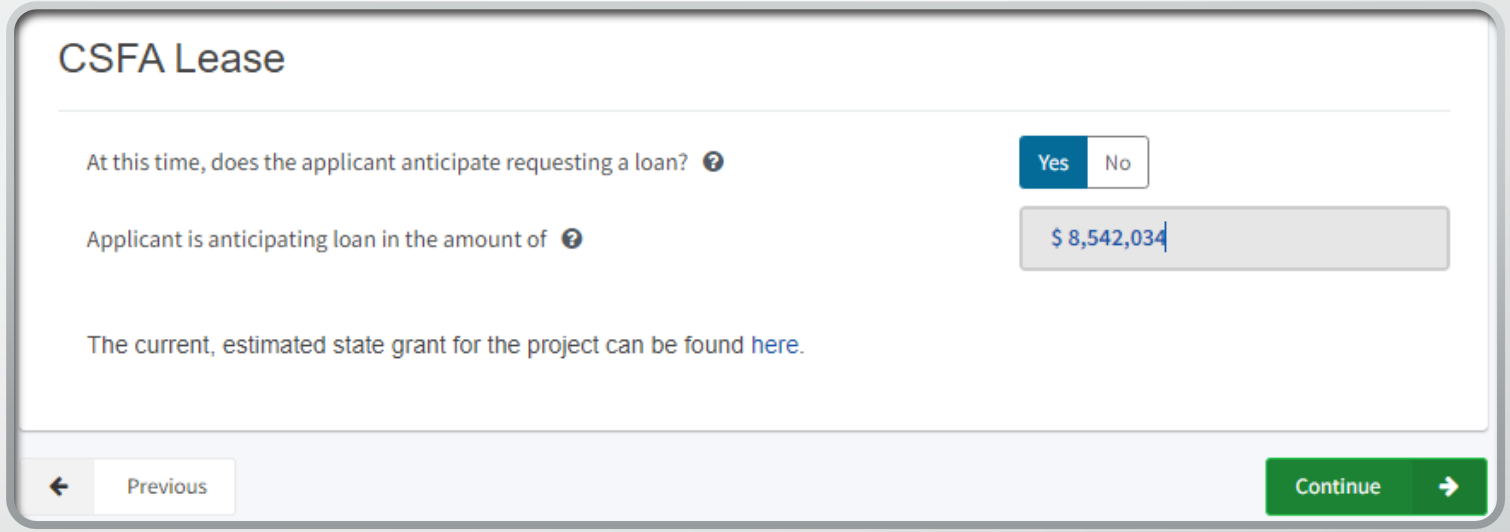
CSFA Lease Cont. (All Projects)

- Return to the CSFA Lease data entry screen by selecting the open tab at the top of the screen
- You can go back and edit the project information to arrive at a different calculation



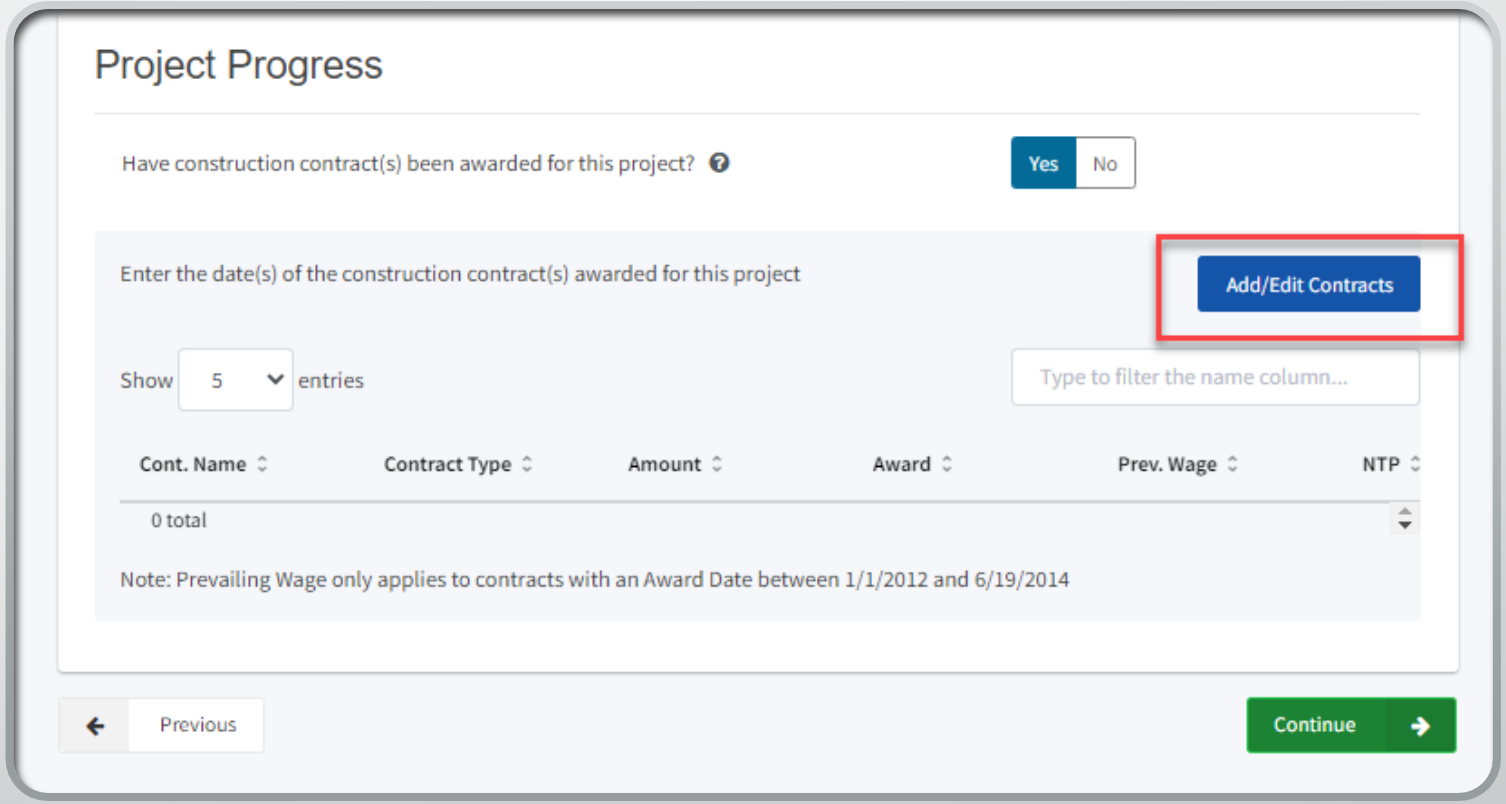
CSFA Lease Cont. (All Projects)

- Enter the loan amount
- Loan can be up to the full amount of the State Grant amount
- Informational only; loans are verified by CSFA and answer can change



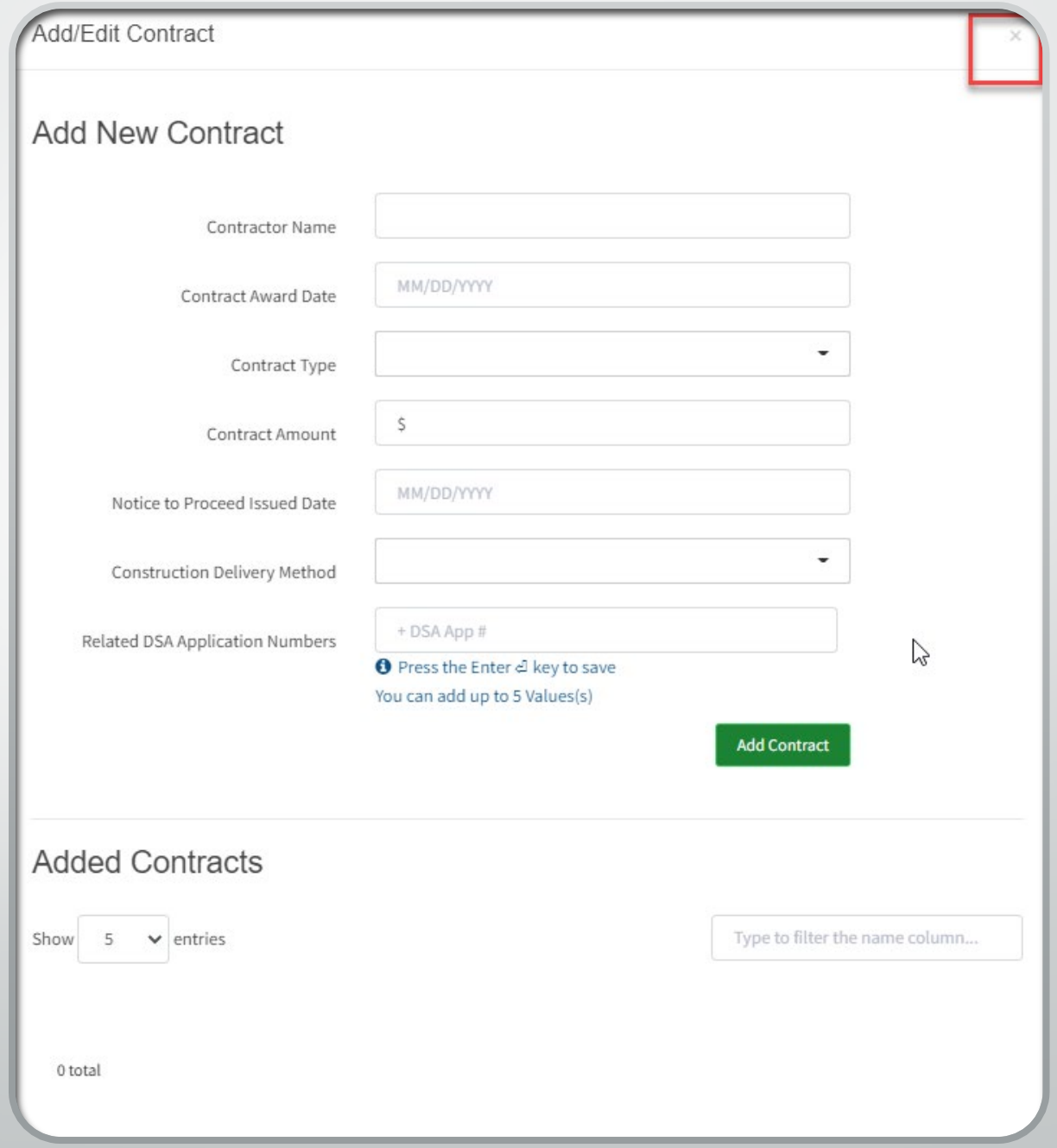
Project Progress (All Projects)

- Indicate if construction contracts have been awarded for the project
  - New construction projects cannot be occupied until after a conversion application has been submitted (Form SAB 50-04)
- Most will answer *No*
- If *Yes*, select *Add/Edit Contracts*



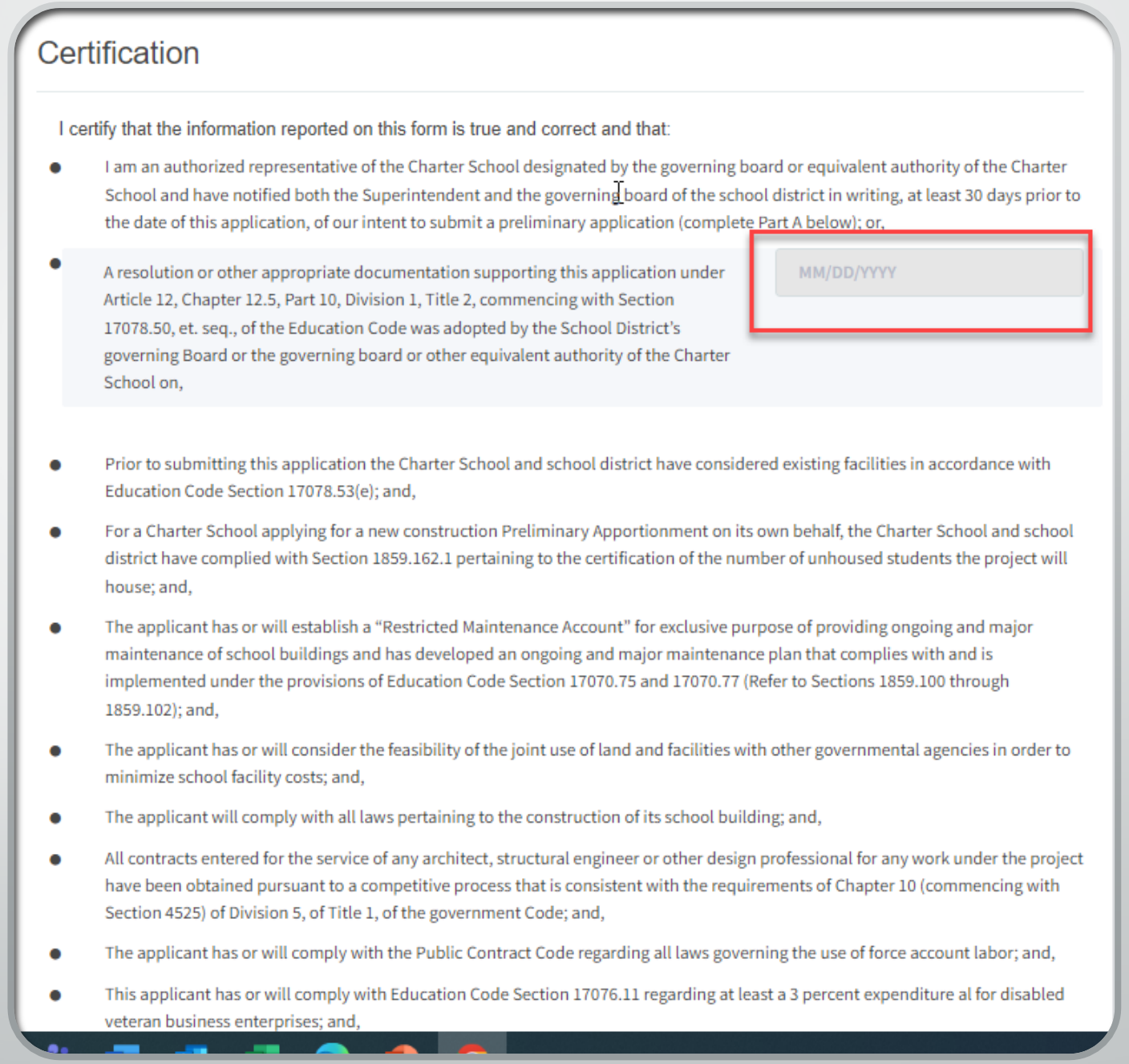
Project Progress Cont. (All Projects)

- Enter contract(s) information
- Select *Add Contract*
- Use the *X* in the top right corner to close box when complete



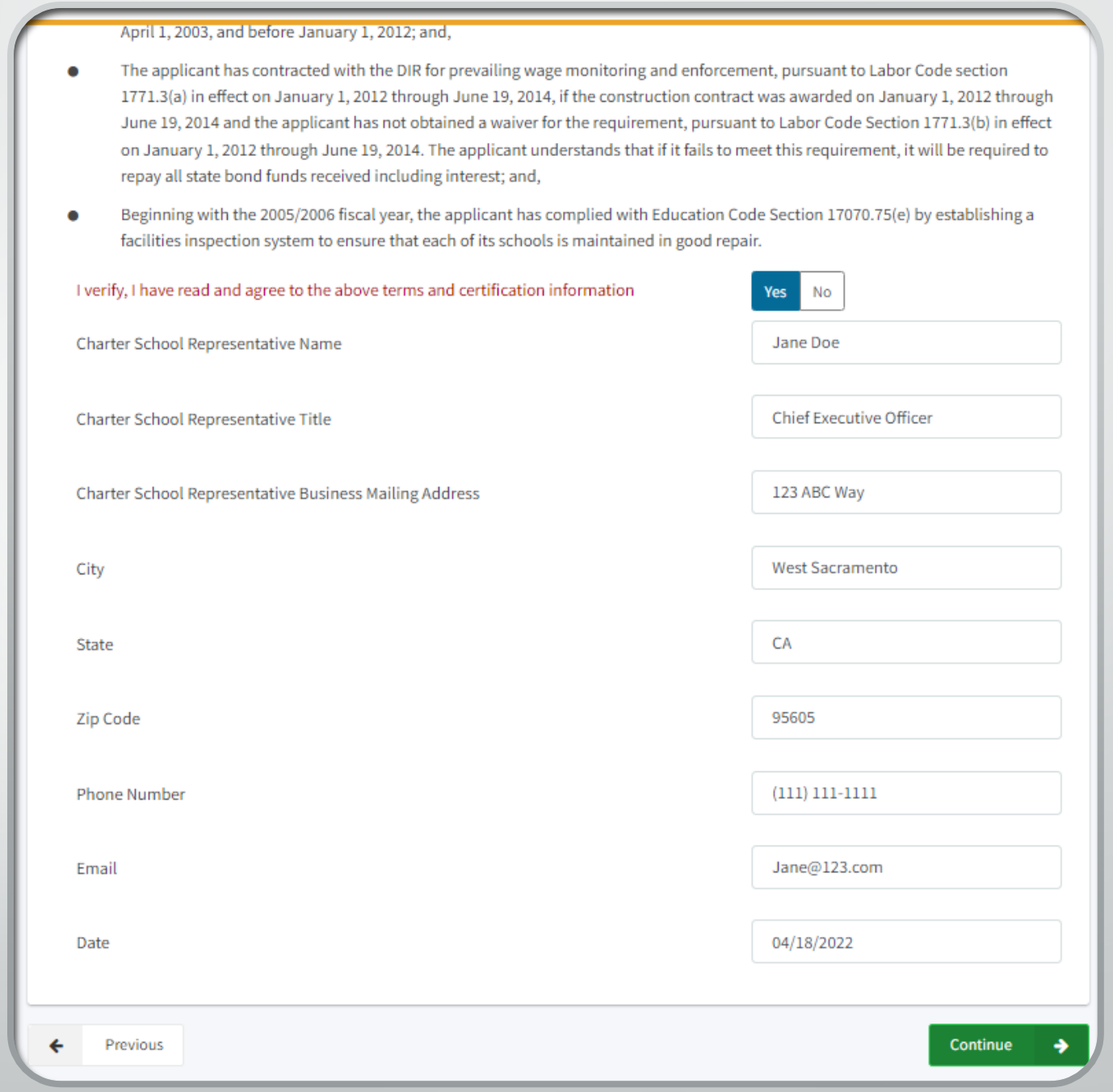
Certification (All Projects)

- Enter board resolution date supporting the submittal of the application
  - Delegates will not be able to enter this date or sign the form
- Scroll down and **read all the certifications**



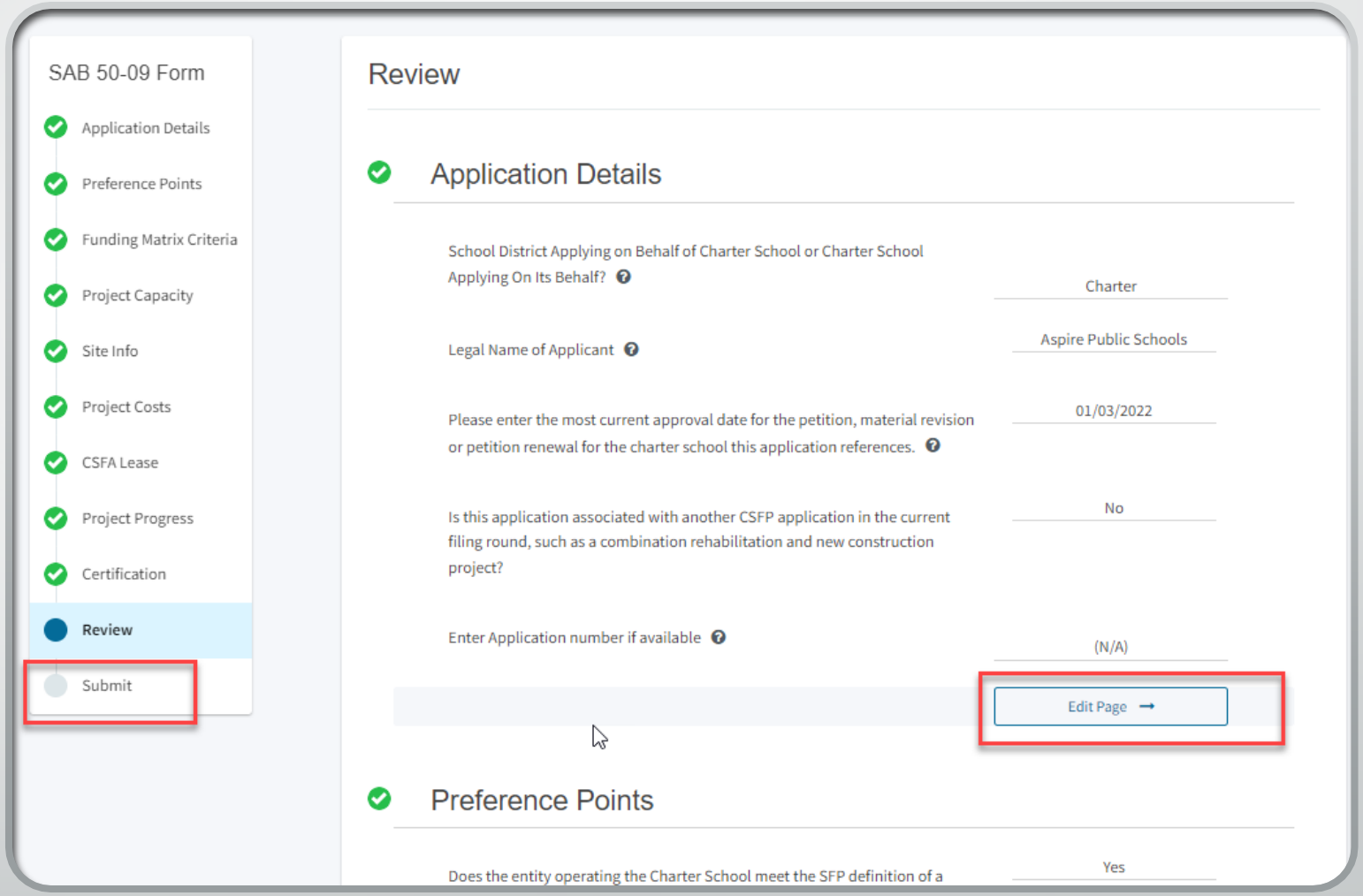
Certification Cont. (All Projects)

- Indicate you have read and agree to all the terms and certification information
- Enter the information for the representative signing the form



Review (All Projects)

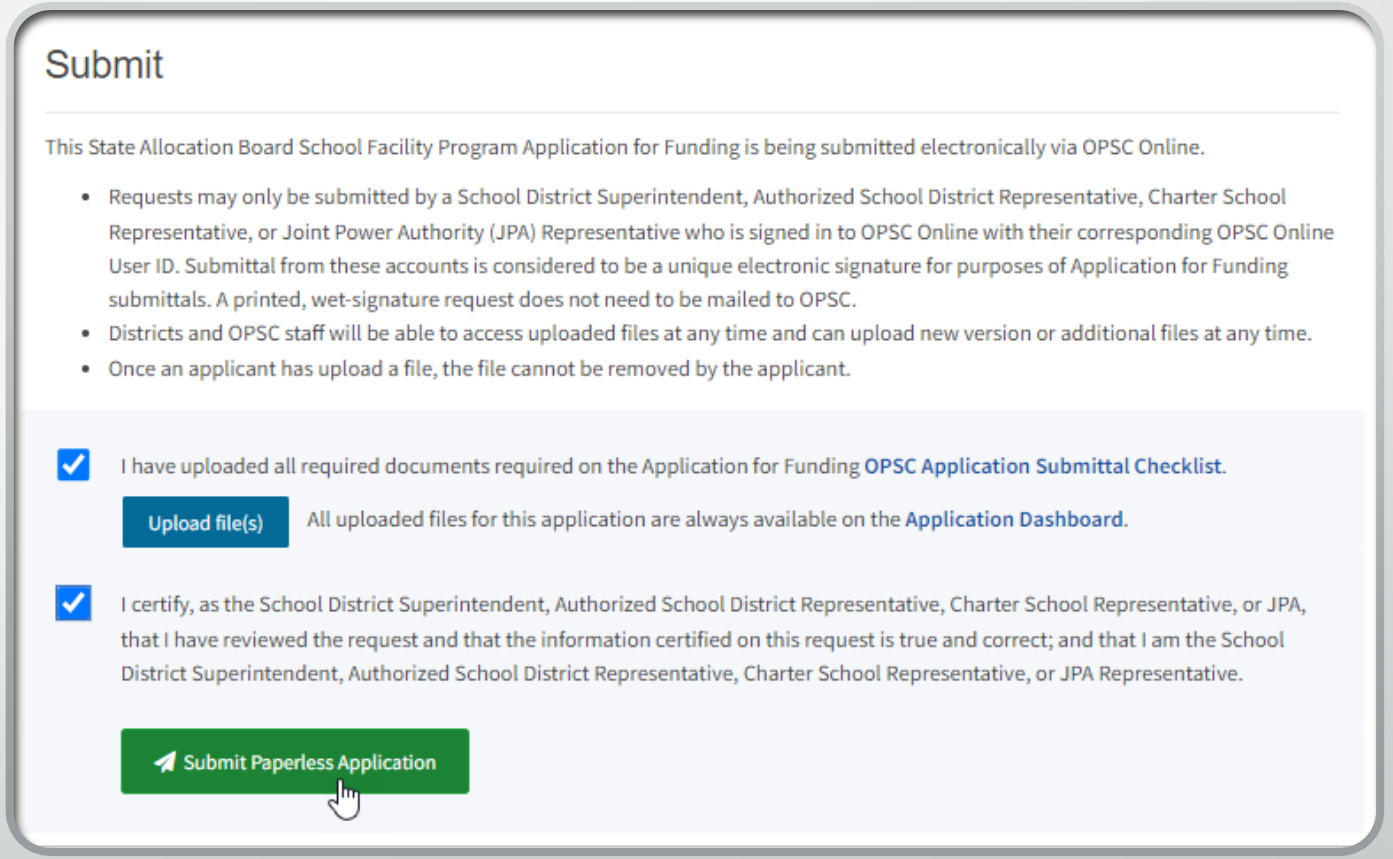
- Review the information to make sure it is correct
- Select *Edit Page* to make edits.
- Select *submit* when complete **starting on May2, 2022**
  - Application will be saved as draft until ready to submit



Submit (All Projects)

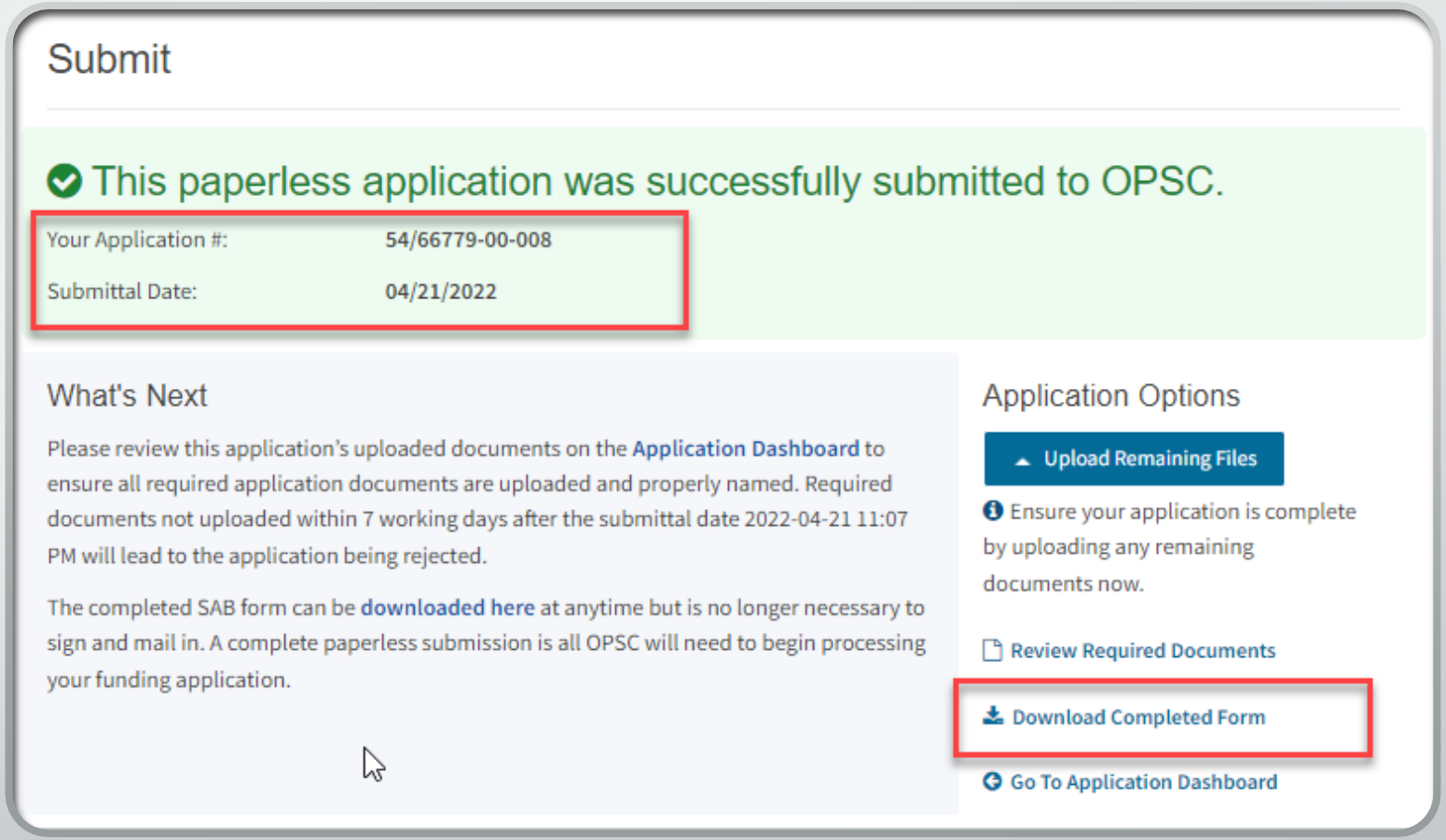
- Select Upload file(s) to upload all required documents
  - See the submittal checklist
  - Resize or download in parts any docs larger than 20 MB
- Check the box indicating the required documents have been uploaded
- Check the certification box
- Select *Submit Paperless Application*

Do not select *Submit* until May 2, 2022



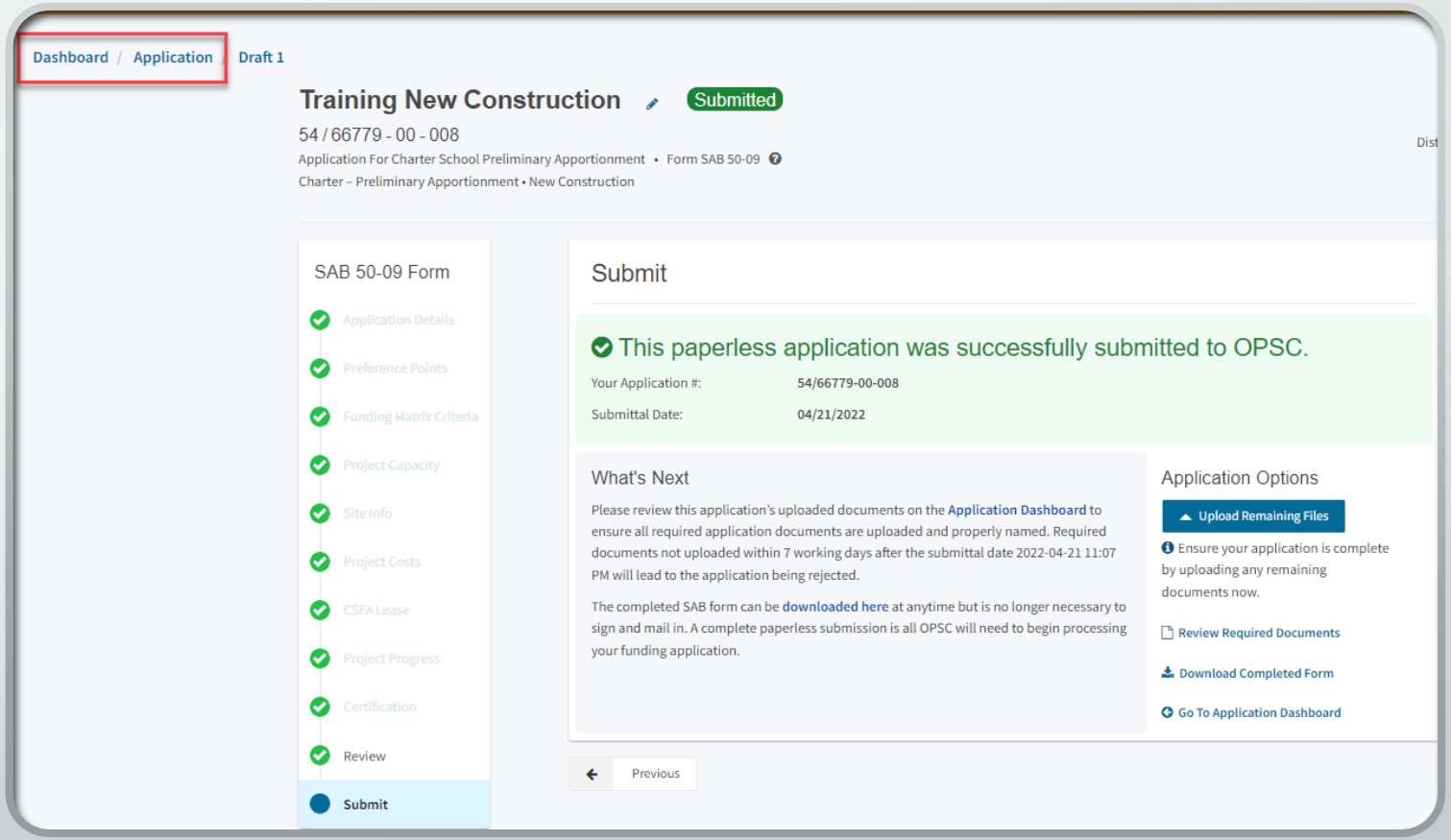
Submit Cont. (All Projects)

- Confirmation application was submitted
  - Submittal date
- Can download PDF form
  - Some information entered online will not appear on PDF



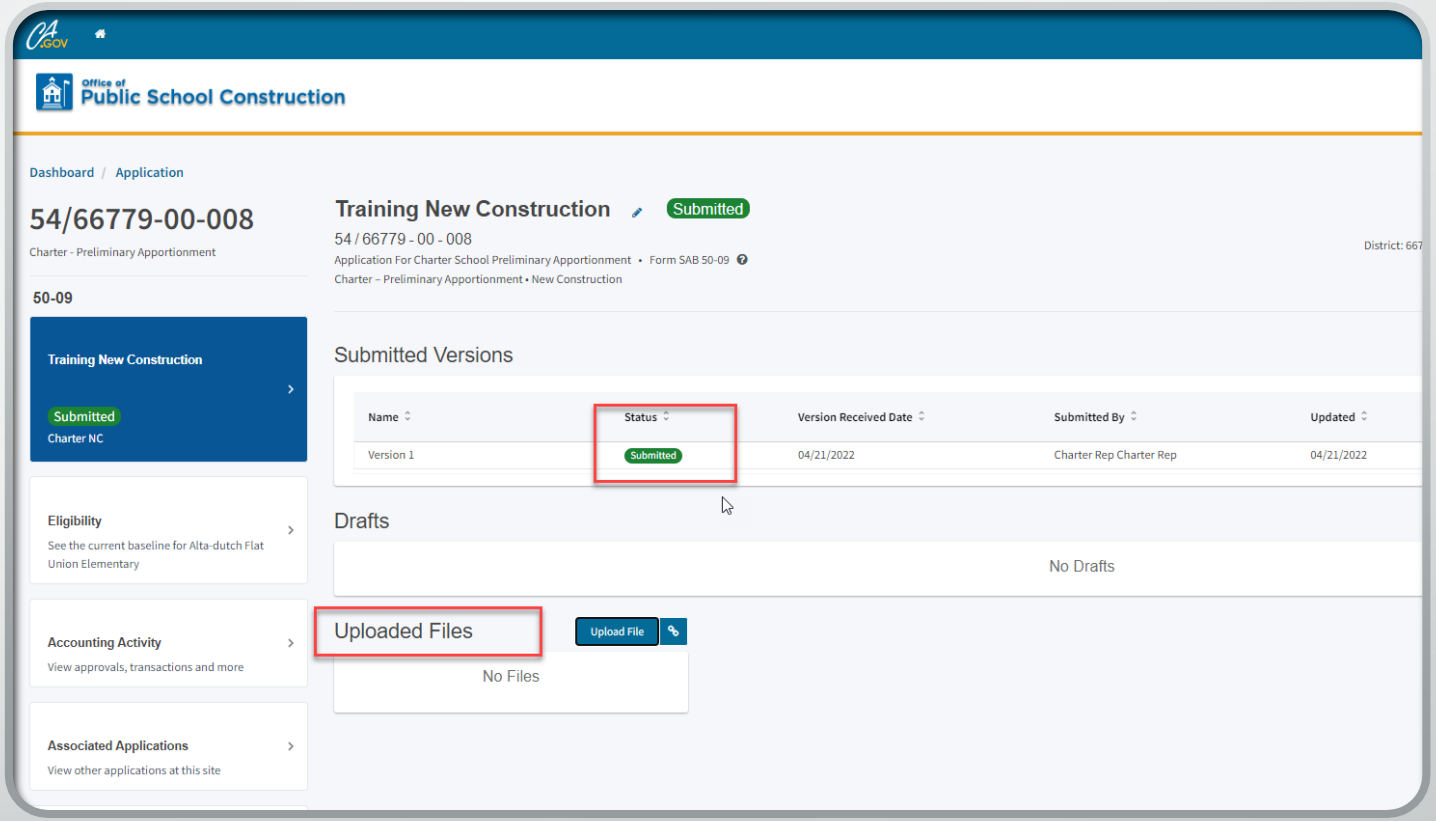
Submit Cont. (All Projects)

- To enter another application, click on the *Dashboard* link and start from the beginning
- To review the application, you just completed, click on the *Application* link.



Submit Cont. (All Projects)

- From the *Application* link you can see:
- Application number
- Application status
- Uploaded files, and load more files
- Create new drafts of the submitted application to respond to OPSC processing letters



Notes on Submitting a Form SAB 50-09 by Email

- Some questions on the OPSC Online application are not on the Form SAB 50-09
- There are sections on the Form SAB 50-09 that are only for new construction/rehabilitation projects
  - Make sure you are completing the correct sections
- Please manually include the address and name of the school used for FRPM% on the application
- Applications submitted online are preferred, but if doing so will delay the submittal of your application, please feel free to submit by email
- Located under *Forms* at Access Charter School Facilities Funding

OPSC Review Process

- Preference points and funding matrix criteria will be verified for all projects
  - **Applicant is responsible for finding other public school with highest FRPM% percentage**
- Applications will be ranked using funding matrix
- OPSC will review most competitive projects
  - Not all projects will be reviewed beyond funding matrix information
  - If a project is reviewed further, it does not guarantee funding
- 15/4-day letter process to clarify or correct applications if needed
- Preliminary apportionments awarded using the available bond authority at that time
  - $159.6 million available as of April 2022 State Allocation Board meeting
  - Current project conversion applications may reduce this amount
- Funding matrix will remain open for one year after Preliminary Apportionments are awarded

Website Links

- Online Application Tools for School Construction Projects
- https://dq.cde.ca.gov/dataquest/
- https://nces.ed.gov/ccd/schoolsearch/
- Access Charter School Facilities Funding
  - Application Submittal Checklist
  - Funding Matrix Outline
  - Sample District Notifications
  - Form SAB 50-09
- SFP Approved Regulations

  Funding Matrix and Non-Profit definitions in *1859.2; CSFP section 1859.160 through 1859.172*

OPSC Contact

Erin Cunneen

Charter School Facilities Program
Program Analyst

Erin.Cunneen@dgs.ca.gov

(279) 946-8440