

## CHARTER SCHOOL FUND RELEASE CHECKLIST

### **Advanced Release for Design**

- Executed Design *Grant Agreement*
- Fund Release Authorization (Form SAB 50-05), sections 2, 10 and 11 completed
- Current Financial Soundness Determination
- Memorandum of Understanding (MOU), Funding Agreement (If applicable), Use Agreement (if applicable)

### **Advanced Release for Site Acquisition**

- Executed Site *Grant Agreement*
- Form SAB 50-05, sections 2, 10 and 11 completed
- Current Financial Soundness Determination
- MOU, Funding Agreement (if applicable), Use Agreement (if applicable)
- California Department of Education contingent site approval
- Appraisal (may be preliminary)
- Application for Charter School Preliminary Apportionment (Form SAB 50-09)
- Evidence that District will hold title (if District will hold title to site and facilities)

### **For Charters holding title, the following is needed for a site release**

- Recorded lien for total amount of funds received from the State
- Executed Covenants, Conditions, and Restrictions (CC&Rs)
- Preliminary Title Report
- Insurance Policy

### **Full Fund Release** (approved *Application for Funding* (Form SAB 50-04))

- Executed Adjusted Grant *Grant Agreement*
- Form SAB 50-05, sections 5, 10 and 11 completed
- CSFP MOU, Funding Agreement (if applicable), Use Agreement (if applicable)
- Project Information Worksheet (New Construction Only)
- Complete Contract(s)
- Notice(s) to Proceed
- Evidence that District holds title (if District holds title to site and facilities)
- Recorded CC&Rs and lien, for the total amount of funds received from the state, if charter school holds title to project facilities and site