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 Determiniation
☐ 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 Determiniation
☐ 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