

**California School Finance Authority  
Charter School Facilities Program Application  
Form CSFA 03-01**

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Applicant: Enter legal name of Applicant

The Applicant hereby makes an Application to the California School Finance Authority (CSFA) for the purpose of determining whether the Applicant is financially sound in connection with its application to the State Allocation Board (SAB) for a:

- Preliminary Apportionment
- Advance Apportionment
- Final Apportionment

The Applicant agrees that it is the Applicant's responsibility to submit one (1) original and one (1) copy of the complete Application. The Applicant understands that succinct answers providing the requested information are required, and if additional space is required, each additional page will be clearly labeled. The Applicant also agrees that it is the Applicant's responsibility to provide all other information that is deemed by CSFA to be necessary to evaluate the Application. The Applicant understands that CSFA may verify the information provided and analyze materials submitted as well as conduct its own investigation to evaluate the Application. The Applicant recognizes that it has a duty to inform CSFA when any information in the Application or supplemental materials is no longer true, and to supply CSFA with accurate information.

The Applicant represents that it has read all provisions of the Education Code (Sections 17078.52 through 17078.66) applicable to the Charter School Facilities Program (Program) and the implementing regulations promulgated by SAB and CSFA. The Applicant acknowledges that all materials and requirements are subject to change by enactment of state legislation or revisions to regulations promulgated by SAB or CSFA.

In carrying out the development and operation of the proposed project, the Applicant agrees to comply with all applicable federal and state laws, and will abide by all CSFA program requirements.

The Applicant acknowledges that the Application will be evaluated based on State statutes and regulations pertaining to the Program, which identify the minimum requirements, evaluation criteria, priorities, and other standards, which will be employed to evaluate Applications.

The Applicant acknowledges that the information submitted to CSFA in this Application or supplemental thereto may be subject to the Public Records Act or other disclosure. The Applicant understands that CSFA may make such information public. CSFA will maintain as confidential certain financial information, but cannot guarantee confidentiality.

**California School Finance Authority  
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Form CSFA 03-01**

---

The Applicant declares under penalty of perjury that the information contained in the Application, exhibits, attachments, and any further or supplemental documentation is true and correct to the best of its knowledge and belief. The Applicant understands that misrepresentation may result in the cancellation of the Application and other actions, which CSFA is authorized to take.

The Applicant agrees to hold CSFA, its members, officers, agents, and employees harmless from any matters arising out of or related to the Applicant's project.

The Applicant acknowledges that all Application materials are to be delivered to the address below, by 5:00 p.m., on **Monday, June 5, 2017** at the following address:

California School Finance Authority  
Subject: CSFP 2017 Filing Round  
300 South Spring Street, Suite 8500  
Los Angeles, CA 90013

\_\_\_\_\_  
Signature of Applicant's Senior Official

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Failure to submit all required information may result in an Application being deemed non-responsive and therefore rejected. To the extent this Application form does not provide sufficient room to provide responses, please submit attachments. Attachments, whether narrative descriptions and/or copies of required documents, should be clearly marked to coincide with the sections listed below. For example, the Articles of Incorporation would be marked: "Articles of Incorporation – Part 2, Section 2.2. D."*

**For additional Program information, please refer to CSFA's website at:**

[www.treasurer.ca.gov/csfa](http://www.treasurer.ca.gov/csfa)

**With questions regarding this Application, please contact:**

Katrina Johantgen, Executive Director  
California School Finance Authority  
(213) 620-4467 or (916) 651-7710  
[csfp@treasurer.ca.gov](mailto:csfp@treasurer.ca.gov)

**California School Finance Authority  
Charter School Facilities Program Application  
Form CSFA 03-01**

---

**PART 1 – APPLICANT INFORMATION**

**1.1 Applicant Information**

- A. Legal Name of Applicant: Enter name
- B. Official Name of charter school (project facility): Enter name
- C. County-District-School (CDS) Code: Enter number
- D. CDE-Assigned Charter #: Enter number
- E. Official school mailing address: Enter street, city, state and zip code
- F. Contact Information (for questions regarding application):
- Name, Title  
School/Organization Name  
Mailing Address  
Telephone and Fax Numbers  
E-mail Address  
School Website
- G. The school is (*select one*):  Site-based     Not site-based     Hybrid
- H. Attach a completed and signed Legal Status Questionnaire for the Applicant. See Attachment 1.1.H.

**1.2 Structure/Management Information**

- A. The school is (check all that apply):
- Nonprofit entity pursuant to Internal Revenue Code section 501(c)(3). Attach copy of 501(c)(3) letter as Attachment 1.2.A.
- Nonprofit public benefit corporation pursuant to California State Corporations Code, Title 1, Division 2, Part 2, section 5110, et seq. Attach copy of Secretary of State's letter as Attachment 1.2.A.
- Operated by an Educational Management Organization (EMO)
- Other – If other, please describe. Provide description
- B. If the school is operated by an EMO, is it organized and operated as a nonprofit?
- Yes     No     Not operated by an EMO
- If "No", please describe legal structure of EMO: Type description
- C. EMO Contact Information (for questions regarding the application):
- Name, Title  
Mailing Address  
Telephone and Fax Numbers  
E-mail Address

**California School Finance Authority  
Charter School Facilities Program Application  
Form CSFA 03-01**

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- D. Attach a brief history of the EMO and a copy of its most recent annual report.
- E. Attach a description of the students served by the EMO, including its mission and targeted geographical area(s).
- F. Attach the EMO organizational budget for the current and next three fiscal years.
- G. Attach audited financial statements (including notes) of the EMO for the last three fiscal years.
- H. Attach resumes for key staff of the EMO.
- I. Attach the following information for the EMO Board of Directors: Name; Occupation; City of Residence and Term of Office.
- J. Attach a narrative describing the EMO's scope and strategic plan for the next three years.

**PART 2 – CHARTER INFORMATION**

**2.1 Charter and Oversight Information**

- A. Identify chartering authority and contact: Enter chartering authority  
  
Name, Title  
Mailing Address  
Telephone and Fax Numbers  
E-mail Address
- B. Date of initial charter, renewal(s), if applicable? Enter date
- C. First school year of instructional operation? Enter year
- D. What date will current charter expire? Enter date
- E. Has the organization/school ever had a charter:  
  
 Revoked     Denied     Denied Renewal     Not Applicable  
  
If yes, provide description of the nature/cause of revocation, denial or non-renewal

**2.2 Charter Organizational Information**

- A. Attach brief description of charter school curriculum, including specific focus or theme.
- B. Attach brief analysis of the charter school's competitive advantages, including method of student marketing, recruitment, and retention.

**California School Finance Authority  
Charter School Facilities Program Application  
Form CSFA 03-01**

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- C. Attach description of the charter school's relationship with the chartering authority and all major funding sources, both public and private.
- D. Attach copy of Articles of Incorporation and Corporate Bylaws (or documentation of the charter school's current legal status in the event the charter school is not incorporated).
- E. Attach copy of the charter agreement (petition), approved charter amendment, and/or contract, if applicable.
- F. Provide copies of all written reports to and from the chartering authority including: annual reports and evidence that the chartering authority is engaged in due diligence in its monitoring of the school's student and organizational performance data, and evidence of the chartering authority's oversight and approval of the charter school's instruction and curriculum.
- G. If the charter is due to expire within 12 months of application submission, attach description of plan for charter renewal and include any available information regarding the charter authority's support for charter renewal. Type description here or provide as an attachment.
- H. Attach a copy of the charter school's most recent business plan and/or strategic plan. For expansion projects, staffing plans also must be submitted.
- I. Attach a copy of the operational agreement or memorandum of understanding between the charter school and the chartering authority.
- J. Provide historical, current and projected enrollment through the second year of project occupancy, and the charter school's waiting list, if applicable.
- K. Describe the charter school's targeted student population, and provide information regarding student retention percentages for all years of charter school's operation. Type description here or provide as an attachment.
- L. Attach student performance data for the past three academic years. Performance data shall include, at a minimum, Academic Performance Index (API) results for the last three years. Information regarding Adequate Yearly Progress (NCLB) and Standardized Testing and Reporting (STAR) scores also shall be included, if available.
- M. Attach a list of the following information for the charter school's Board of Directors: Name, Occupation, City of Residence, and Term of Office.
- N. Attach a list of key staff members (Chief Executive Officer, President, Operations Manager, Chief Financial Officer, Principal, etc) and include resumes.

**California School Finance Authority  
Charter School Facilities Program Application  
Form CSFA 03-01**

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**PART 3 – FINANCIAL INFORMATION**

**3.1 Financial Information**

- A. Attach the charter school’s organizational budgets for the current and next fiscal year.
- B. Include the charter school’s projected income statements, balance sheets, and cash flows through the second full academic year of operations at the new facility. Include written assumptions.
- C. Provide the charter school’s audited financial statements, including notes, for the last three fiscal years (or two if the charter is in its third year of operation).
- D. Describe the charter school’s anticipated financial contribution to the project, including any lump sum payment to be made to meet its local matching share by or on behalf of the charter school. The source of the local matching share must be presented.
- E. Provide the charter school’s most current year-to-date financial statements, with a comparison to budgeted year-to-date, current total annual budget, and prior year actual-to-date.
- F. Where a charter school has a Guarantor, submit all financial information related to the Guarantor (see Part 5 of the Application).
- G. Provide documentation of anticipated income from third party entities, including but not limited to foundations, philanthropists, governmental entities, etc.

**3.2 Material Contracts**

- A. List below or attach a copy of all material contracts (defined as a “contract between a charter school and any vendor that is in excess of 5 percent of charter school gross revenues”), including but not limited to management, support services, transportation contract, and any such anticipated contracts involving the use of space or equipment to be financed with Program funds. Briefly describe the services provided by the vendor for each material contract.

<b><i>Vendor</i></b>	<b><i>Services Provided</i></b>	<b><i>Contract Amount</i></b>
Type name	Describe Services	Amount
Type name	Describe Services	Amount
Type name	Describe Services	Amount
Type name	Describe Services	Amount

**California School Finance Authority  
Charter School Facilities Program Application  
Form CSFA 03-01**

---

**PART 4 – PROJECT INFORMATION**

Name of the charter school (project facilities) for which this application is being submitted:  
Enter school name

**4.1 Project Facility Information**

- A. Overview of project: Include size and type of facility, targeted students, etc.
- B. Project Address, if known: Provide exact address
- C. City, State, Zip Code: If exact address has yet to be determined, provide general description for the proposed project location
- D. School District where project is located: Enter name
- E. Project location is within the chartering authority's boundaries?  
 Yes       No
- F. Project Type:     New Construction     Renovation     Rehabilitation
- G. Anticipated date instructional operations will begin at project location: Date

**4.2 Project Funding Information**

- A. Anticipated total Project Cost: Provide cost per OPSC's Web site:  
[www.opsc.dgs.ca.gov/](http://www.opsc.dgs.ca.gov/)
- B. Amount of Funding Requested: Indicate amount of funded requested through the Program
- C. Anticipated date funding proceeds will be needed for advance and final apportionments:
  - 1. Design Costs:                      Estimated Timing
  - 2. Site Acquisition Costs: Estimated Timing
  - 3. Construction:                      Estimated Timing
- D. Applicant will meet its 50% matching share with (select one of the options below)
  - lease option (repay 50% local matching share with a long-term lease)
  - lump sum payment (make 50% local matching share upfront)
  - combination of lease and lump sum payment

Lease \$                      Lump Sum Payment \$

**California School Finance Authority  
Charter School Facilities Program Application  
Form CSFA 03-01**

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**PART 5 – CHARTER MANAGEMENT EXPERIENCE**

To be determined financially sound, a charter school must be able to demonstrate that it has operated as a financially capable concern for a period of not less than 24 months prior to submission of the Application. For new schools, this requirement may be met by establishing that the entity submitting the Application on behalf of the new school has operated other charter schools in California for at least two years. For entities with less than two years of experience operating charter schools in California, this requirement may be met by establishing that key personnel have operated or managed other charter schools in California for at least two years.

**5.1 Charter Operation History**

- A. Number of complete academic years charter school has been in continuous operation serving students:
- B. Indicate if the applicant charter school is operated by a school district or county office of education.     Yes                       No

***If the charter school has been in continuous operation serving students for more than two (2) academic years, or if the charter school is operated by a school district or county office of education, please proceed to Part 6 of the Application. If the charter school has been in operation for fewer than two full (2) academic years, please continue with the following questions/information requests.***

**5.2 Charter Management Requirement**

- A. If the Application is for construction of a new school, the organization that is applying on behalf of the new school shall demonstrate it has an approved charter or charter amendment for the new school at the time of application submission and that it has operated or managed another charter school or charter schools for at least two academic years of instructional operations of a charter school prior to submission of the application. This requirement must be satisfied by providing a copy of the approved charter or charter amendment, and information regarding the number of academic years in operation.
- B. If the Application is for a new school and the entity applying on behalf of the new school does not have at least two years of experience operating or managing charter schools in California, the Applicant must provide the following specifically for the charter school for which the application is being submitted:
1. Educational Plan;
  2. Financial Resources;
  3. Facilities Expertise; and
  4. Management Expertise.

**California School Finance Authority  
Charter School Facilities Program Application  
Form CSFA 03-01**

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C. Evidence of management expertise will be demonstrated by providing the following information.

1. Names, addresses and tenure of all key personnel at charter schools in California where experience was earned:

<b><i>Personnel Name</i></b>	<b><i>Name of School</i></b>	<b><i>Address</i></b>	<b><i>Tenure</i></b>
Type name	Type name	Address	Tenure
Type name	Type name	Address	Tenure
Type name	Type name	Address	Tenure
Type name	Type name	Address	Tenure
Type name	Type name	Address	Tenure

2. Titles, responsibilities and duties of all key personnel at the charter school(s) in California where experience was earned:

<b><i>Personnel Name</i></b>	<b><i>Title</i></b>	<b><i>Responsibilities and Duties</i></b>
Type name	Type title	Description
Type name	Type title	Description
Type name	Type title	Description
Type name	Type title	Description
Type name	Type title	Description
Type name	Type title	Description

3. Names, addresses, telephone numbers and other contact information of key personnel's immediate supervisors and the president of the charter schools' governing board where charter management experience was earned.
4. Documentation regarding performance of all key personnel from the immediate supervisors' and/or governing board presidents' of the charter school(s) where the experience was earned.
5. Student performance data for the charter school(s) covering the period the experience was earned.

**California School Finance Authority  
Charter School Facilities Program Application  
Form CSFA 03-01**

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**PART 6 – GUARANTOR INFORMATION**

*(To be completed by Applicants who are utilizing a Guarantor)*

- 6.1 The applicant may support its application with a guarantor that is willing to provide a commitment to guarantee the payments associated with this program. The guarantor may be an individual, a governmental entity, or a for-profit or non-profit organization. Where an applicant intends to use a guarantor, the guarantor must demonstrate its commitment to the guaranty and its financial capability and legal authority to make such a guaranty. The application must include all of the following information and documentation:
- A. Provide the following information:
    - Name of Guarantor
    - Name and Title of Senior Official
    - Mailing Address
    - Telephone and Fax Number
    - E-mail Address
  - B. Attach a letter describing the terms of the guarantor’s commitment. A sample commitment letter can be found at [www.treasurer.ca.gov/csfa](http://www.treasurer.ca.gov/csfa).
  - C. Attach a Legal Status Questionnaire completed by the guarantor, as provided in section 1.1.H to this application.
  - D. If the guarantor is a corporation, attach a copy of the guarantor’s by-laws and articles of incorporation. If the guarantor is not a corporation, attach other documents, which describe the legal structure of the guarantor, if applicable.
  - E. If applicable, attach a list of the guarantor’s Board of Directors, including their occupations, cities of residence, and terms of office.
  - F. If applicable, attach a copy of the guarantor’s authorization or approval of its governing body to undertake the guaranty.
  - G. Attach a minimum of three letters of reference from financial institutions with which the guarantor does business.
  - H. Attach the guarantor’s financial statements, audited if applicable, for the three years preceding the date of application. Financial statements shall include budgets, cash flow statements, balance sheets, and any written notes.
  - I. Attach financial projections, including, but not limited to, liquidity, balance of funds, and net assets for at least the next three years, or through the second full academic year of operation of the applicant school, whichever is longer.

**California School Finance Authority  
Charter School Facilities Program Application  
Form CSFA 03-01**

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**LEGAL STATUS QUESTIONNAIRE**

1. Disclose material information relating to any legal or regulatory proceeding or investigation in which the applicant/borrower/project sponsor is or has been a party and which might have a material impact on the financial viability of the project or the applicant/borrower/project sponsor. Such disclosures should include any parent, subsidiary, or affiliate of the applicant/borrower/project sponsor that is involved in the management, operation, or development of the project.

Response: \_\_\_\_\_

2. Disclose any civil, criminal, or regulatory action in which the applicant/borrower/project sponsor, or any current board members (not including volunteer board members of non-profit entities), partners, limited liability corporation members, senior officers, or senior management personnel has been named a defendant in such action in the past ten years involving fraud or corruption, or matters involving health and safety where there are allegations of serious harm to employees, the public, or the environment.

Response: \_\_\_\_\_

Disclosures should include civil or criminal cases filed in state or federal court; civil or criminal investigations by local, state, or federal law enforcement authorities; and enforcement proceedings or investigations by local, state or federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), charters, complaint or filing, and the outcome.

Signatures on behalf of (school name): \_\_\_\_\_

I/We attest that we have provided full disclosure as indicated in response to the items #1 and #2 above.

\_\_\_\_\_  
Signature of Principal, CEO, or Lead Administrator

\_\_\_\_\_  
Date

Print or Type Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of President or Chair of Governing Board

\_\_\_\_\_  
Date

Print or Type Name: \_\_\_\_\_