

Appendix 13: Minor Renovation/Repair Request Form

Background: Under new guidelines from ESSA, charter schools can apply to repurpose a percentage of their monies from their CSP expansion grants for the purposes of minor facility repairs and other necessary renovations.

Determining What Constitutes a “Minor Renovations/Repair Request”

Minor facility repairs and necessary renovations cannot add to the permanent value of the property nor significantly prolong its intended life, but rather, keep it in efficient operating condition. In addition, under this program,

1. Total annual expenses on facilities are not to exceed 10% of the annual grant award.
2. The goals of the grant clearly met and not compromised based on expenditures made related to facility repairs.

Examples: Repairing a leak in the roof, replacing/repairing a leaky window, and repairing a furnace or air conditioning unit.

Instructions: An applicant is required to complete this form if their application proposes that CSP grant funds be used to make minor facility repairs. Fill in the information below as it applies to your request.

School Name	
School Facility Contact (Name, Phone and Email)	
Effective Dates of Plan	

Rationale for Including Expense

Identify any minor facilities repairs and budgeted amounts for each.

Explain why these repairs are considered “minor repairs”.

Identify where these repairs are specified in your project goals and project budget spreadsheet.

Explain why these renovations are “necessary” (Note: To be considered a “necessary renovation,” the applicant must provide a citation to statute and/or regulation that demonstrates that the renovation is required)

Be sure to modify your project budget spreadsheet.

Assurances (please initial before sending)

- _____ Community school acknowledges that any facility repairs will be minor, and any other renovations will be necessary to ensure compliance with applicable statutes and regulations.
- _____ Community school acknowledges that any minor facility repairs paid for through CSP funds must be reviewed and approved by the Office of Community Schools before funds related to the activity will be released.
- _____ Community school acknowledges that expenses are only for minor facility repairs that are non-sustained/one-time associated costs.