

CFIG Technical Review Checklist

School IRN:	
School Name:	
Reviewer Name:	

The following technical review checklist will be used for applicants of the FY27 Charter School Facilities Incentive Grant (CFIG). The technical review checklist will be used during the first step of the application review process. If any of the criteria below are not met, then the application will not proceed to the Peer Review Process, and the school will not be awarded the competitive CFIG funds. Applicants will not be able to resubmit their application in FY27. If the applicant meets eligibility requirements for FY28, the school can apply at that time.

General Eligibility:

- School is site-based or blended learning charter school
- School meets the definition of a charter school
- School has been in operation serving students for at least one full school year
- School meets achievement **and** value-added progress criteria
- Sponsor rated “exemplary” or “effective”

Budget Grid:

1. Is the budget grid complete?

- Yes No

Budget Narrative:

2. Are all budget narrative questions answered?

- Yes No

3. If the grantee is applying for more than one year of funding, are the annual budget grids uploaded?

- Yes No

4. Do the annual budgeted amounts in the uploaded documents equal the total amount of budgeted funds?

- Yes No

Comments:

Application Narrative:

Are all application narrative questions answered?

Yes

No

If funds are being used to create, expand, or update CTE facilities, have the additional questions been answered?

Yes

No

Comments:

Document uploads:

- 1. Did the applicant upload budget templates for multiple years? (only required if applicant is requesting 2+ years of funding)
 - 2. Do the budgets for each year match the overall total?
 - 3. Is the annual budget grid complete for the same number of years they selected in the budget narrative?
- 4. Is the applicant requesting CFGIF funds for lease payments?
 - 5. Is the lease agreement document uploaded?
 - 6. Is the most current version uploaded?
 - 7. Is the expiration date after the end of next school year?
 - 8. Does this match what is in Epicenter?
 - 9. Does the address of the lease agreement match the address of the school?
- 10. Is the applicant requesting CFGIF funds for debt service/mortgage payments?
 - 11. Is the debt documentation uploaded? Documentation should show current balance, monthly payments, original mortgage documents that define the location, facility, any land, and amortization.
- 12. Is a copy of the school's governing authority resolution supporting the submission of the CFGIF application uploaded? The resolution should be dated, the school name matches the applicant, and is signed by the current board president.
- 13. Is the applicant requesting CFGIF funds for any type of construction, renovation, or facility update?
- 14. Did the applicant upload a copy of the Board resolution for exploration for a contractor, estimate, or other action to begin the project? The resolution should be dated and the actions authorized in the resolution should match the actions proposed in the project.
- 15. Is the applicant requesting CFGIF funds for leasehold improvements?
 - 16. Did the applicant upload documentation of permission from the landlord for the leasehold improvements? This should be signed and dated.
 - 17. Did the applicant upload proof of ownership of the building? This should be a deed or other documentation that defines what is owned.
 - 18. Are there any tax liens on the property?

- 19. Is the applicant requesting CFG funds to update, expand, or create CTE or workforce development facilities?
 - 20. Did the applicant upload a copy of a Letter of Support from their local CTPD? This should be signed by the CTPD superintendent or designee, dated, and the programs supported should match the application.
- 21. Did the applicant upload any copies of contractor bids and quotations detailing cost of proposed work (Required if board has approved the resolution. If not yet approved, this documentation must be provided if applicant is awarded funds.)
- 22. Did the applicant upload a copy of a Letter of Support from the school's sponsor for the submission of the CFG application? This should be signed and dated by the sponsor.
- 23. Are there any concerns about this applicant from internal Department (other offices) monitoring or in the School Safety Plan (Department of Public Safety)?

FINDINGS FOR RECOVERY OF SCHOOL ADMINISTRATION

- 1. Are there any outstanding findings for recovery for the school?
- 2. Are there any outstanding findings for recovery for the school leader?
- 3. Are there any outstanding findings for recovery for the school fiscal representative?
- 4. Are there any outstanding findings for recovery for Governing Board Member #1?
- 5. Are there any outstanding findings for recovery for Governing Board Member #2?
- 6. Are there any outstanding findings for recovery for Governing Board Member #3?
- 7. Are there any outstanding findings for recovery for Governing Board Member #4?
- 8. Are there any outstanding findings for recovery for Governing Board Member #5?
- 9. Has a material weakness been identified for the school leader, fiscal officer, or any board members?
- 10. If finding(s) for recovery or material weakness(es) have been identified in audits, has documentation been uploaded demonstrating how the school will address and rectify the finding or material weakness or that the finding or material weakness has been resolved?

SCHOOL ADMINISTRATION VERIFICATION

- 12. Does the school have at least 5 governing board members?
- 13. Board members on website match board members in application
- 14. Confirm address in OEDS matches what is on the school's website

Comments:

GEOGRAPHIC PREFERENCE PRIORITY:

Select all that apply:

- Located in a district where a large proportion or number of public schools have been identified for Comprehensive Support and Improvement (CSI) or Targeted Support and

Improvement (TSI and ATSI)

AND/OR

- Located in a school district where a large proportion of students perform poorly on State academic assessments, where the school district earns an Achievement rating of one or two stars on the State Report Card

AND/OR

- Located in a district with communities with large proportions of low-income students (Typologies 1, 4, 7 and 8)

AND/OR

- Located in Rural areas (Typologies 1 and 2)

HIGH-IMPACT PROJECT PREFERENCE PRIORITY:

Select all that apply:

- Expand seats by 20% or more (Select if response to Question #3 in the Application Narrative is 20% or more than the ADM amount from the 2024-2025 school year)

AND/OR

- Demonstrate the ability to reduce ongoing annual facility costs of the community school (Select if applicant chose “Yes” to Question #7 in the Application Narrative)

AND/OR

- Propose a CTE or workforce development-focused project (Select if applicant chose “Yes” to Question #4 in the Application Narrative)

Comments:

OVERALL RECOMMENDATION FOR TECHNICAL REVIEW:

- APPROVED for Peer Review
- NOT APPROVED for Peer Review