

## CHARTER SCHOOL CAPITAL OUTLAY PLAN

Prior to the allocation of funds to a charter school, the charter school must complete this form. The charter school governing board and sponsoring district must verify and approve the information provided.

**DISBURSEMENT OF FUNDS TO THE DISTRICT WILL DISCONTINUE UNLESS RECEIVED BY \_\_\_\_\_.**

CHARTER SCHOOL INFORMATION		SPONSOR INFORMATION
Charter School Name	School Number (MSID)	District Name
School Liaison Name / Phone / Email		Sponsor Liaison Name / Phone / Email

As the charter school representative, I certify that I have read the memorandum published by the Office of Educational Facilities regarding the submission of my Capital Outlay Plan. Signature: \_\_\_\_\_

**Please indicate eligibility pursuant to Section 1013.62, Florida Statutes, by checking the boxes below.**

Did the charter school receive funding for the previous school year? circle one YES NO

**SECTION 1:** The charter school's sponsor can verify that (both criteria apply):

- (a) There exists an agreement with the charter school that includes provisions for the reversion of any unencumbered funds and all equipment and property purchased with public education funds to the ownership of the district school board in the event that the school terminates operations; and
- (b) The charter school facilities were not created by the conversion of a public school, does not operate in facilities provided by the charter school's sponsor for a nominal fee or at no charge, and is not directly or indirectly operated by the school district.

**SECTION 2:** A charter school is eligible for capital outlay funds if it meets one of the following four criteria. Please check those that apply

- (1) Has been in operation for three or more years.
- (2) Is part of an expanded feeder pattern (sends or receives a majority of students from a currently eligible school)  
Identify the charter school as (both may be applicable):
- a SENDER school which sends over 50 percent of its population to:  
School Name: \_\_\_\_\_ MSID: \_\_\_\_\_
- a RECEIVING school which receives over 50 percent of its population from:  
School Name: \_\_\_\_\_ MSID: \_\_\_\_\_
- (3) Has been accredited by the Commission on Schools of the Southern Association of Colleges and Schools (SACS). Proof of accreditation must be attached.
- (4) Is governed by a governing board, which has been established in Florida for three or more years and operates both charter and conversion schools in Florida.
- Please provide the name and MSID of the conversion charter school AND traditional charter school:
- Conversion Charter Name: \_\_\_\_\_ MSID: \_\_\_\_\_
- Traditional Charter Name: \_\_\_\_\_ MSID: \_\_\_\_\_

**SECTION 3:** A charter school must meet all of the following criteria to qualify for capital outlay funds:

- (1) Has financial stability for future operation as a charter school.
- (2) Has satisfactory student achievement based on state accountability standards applicable to the school.
- (3) Has received final approval from its sponsor pursuant to s. 1002.33, F.S. for operation this fiscal year.
- (4) Serves students in facilities not provided by the charter school's sponsor:
- (a) This IS NOT a conversion charter school utilizing district-owned facilities;
- (b) Nor operating in a district-owned facility which is rented, leased, or otherwise made available to the charter school by the school district.

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**SECTION 4:** A charter school may use charter school capital outlay funds for any of the following eight expenditures.

Please check the box(es) that apply.

- (1) Purchase of real property.
- (2) Construction of school facilities.
- (3) Purchase, lease-purchase, or lease of permanent or relocatable school facilities (i.e., mortgage or rent).
- (4) Purchase of vehicles to transport students to and from the charter school.
- (5) Renovation, repair, and maintenance of school facilities that the charter school owns or is purchasing through a lease-purchase or long-term lease of 5 years or longer.
- (6) The purchase, lease-purchase, or lease of new and replacement capital equipment, and enterprise resource software applications (must be classified as capital assets pursuant to the Governmental Accounting Standards Board [GASB], have a useful life of at least five years, and be used to support school-wide administration or state-mandated reporting requirements).
- (7) Payment of the cost of premiums for property and casualty insurance which are deemed necessary to insure the school facilities.
- (8) Purchase, lease-purchase, or lease of driver's education vehicles; motor vehicles used for the maintenance or operation of educational plants and equipment; security vehicles; or vehicles used in storing or distributing materials and equipment.

**Certification:**

As the Charter School Governing Body Representative, I certify that all information provided is accurate and current, and that capital outlay funds will only be used for the statutory allowances provided in Section 4.

As the District Finance Officer, I certify that I have documentation on file that substantiates the charter school Capital Outlay eligibility requirements as written in statute and listed above in sections 1, 2, and 3.

\_\_\_\_\_  
Charter School Governing Body Signature

\_\_\_\_\_  
District Finance Officer Signature

**Verification:**

The Office of Independent Education and Parental Choice has reviewed the information provided in Section 2 and hereby certifies that the referenced charter school meets the eligibility criteria to receive capital outlay funding.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Submit on-line through the Charter School Database Portal: <https://www.floridaschoolchoice.org/>