**Emergency School Operations Fund Grant Application**

**The State Charter Schools Commission of Georgia**



**Applicant School Name:**

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**Applicant Contact Address:**

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Table of Contents

[A. Purpose 1](#_Toc384114581)

[B. Applicants 1](#_Toc384114582)

[C. Application Contents 1](#_Toc384114583)

[D. Application Technical Requirements 2](#_Toc384114584)

[E. Deadline 2](#_Toc384114585)

[F. Required Attachments 3](#_Toc384114586)

[**Federal Grant Redistribution Application Cover Pages** 4](#_Toc384114587)

[**Systematic Alien Verification for Entitlements (SAVE) Affidavit** 6](#_Toc384114588)

[**Federal Grant Asset Redistribution Narrative** 7](#_Toc384114589)

[**Federal Grant Asset Redistribution Item Request Sheets** 8](#_Toc384114590)

# Purpose

The SCSC may provide grants to state charter schools from the Emergency School Operations Fund to assist schools in resolving exceptional and unforeseen budget shortfalls arising from external or dynamic events outside the school’s control. Matters outside of the school’s control that may lead to use of the Emergency School Operations Fund include, but are not limited to, natural disasters, acts of terror or war, or other acts or interference by third parties in the school’s operation. The Emergency School Operations Fund is not to be used to assist schools experiencing budget shortfalls that result from a failure to account for routine school operations, accounting mistakes, general errors in judgment, or a lack of understanding regarding the state charter school funding formula.

# B. Eligible Applicants

**This application is only for state charter schools that are operating in Georgia in the 2014-2015 school year.** Schools must have and be able to demonstrate an exceptional and unforeseen budget shortfall arising from matters outside of the school’s control to be eligible for a grant from the Emergency School Operations Fund. **Only schools that have a demonstrated record of legal, operational, and academic compliance are eligible to receive awards.**

# C. Funding Use Restrictions

Grant awards from the Emergency School Operations Fund shall only be expended to offset exceptional and unforeseen budget shortfalls arising from matters outside of the school’s control. The state charter school shall ensure that all expenditures of grant awards adhere to the Budget Narrative submitted with its application and the changes, if any, required by the SCSC as a condition of grant approval. If an awardee must deviate from the Budget Narrative submitted and approved by the SCSC by 10% or more in one or more object-level expenditures, the awardee must obtain prior written approval from the SCSC Executive Director.

All grant awards shall be expended in accordance with legal and regulatory requirements and restrictions regarding state funding, including, but not limited to, being expended only for the educational purposes of the state charter school in accordance with O.C.G.A. § 20-2-411. Additionally, grant awards shall not be utilized for:

1. Advertising or public relations;
2. Defense or prosecution of criminal and civil proceedings, claims, or appeals (unless expressly approved by the SCSC);
3. Entertainment costs;
4. Facility construction or maintenance (unless expressly approved by the SCSC);
5. Goods or services for personal use;
6. Lobbying;
7. Payment of fines, penalties, damages or settlements;
8. Repayment of questioned or unallowable costs for other grants;
9. Staff or faculty bonuses or incentives;
10. Subgrants to other entities; or
11. Any other use not consistent with state law or regulation.

Employees or contractors compensated by the state charter school utilizing funding from the Emergency School Operations Fund shall not be considered employees or contractors of the SCSC. Title to any equipment or property purchased by the state charter school utilizing funding from the Emergency School Operations Fund shall vest in the state charter school; however, the state charter school must provide the SCSC written notice prior to selling, encumbering, or otherwise disposing of equipment or property purchased with funding from the Emergency School Operations Fund prior to end of its useful life. All equipment and property purchased by the state charter school utilizing funding from the Emergency School Operations Fund must be safeguarded with an inventory control system that includes, at minimum, physically identifying the equipment or property; maintaining records of inventory, its use, and disposition; and periodic physical checks of inventory.

# D. Criteria for Award

Grant applications will be reviewed by at least two separate readers who rate the application in accordance with the rubric in Attachment A. An applicant will be evaluated based on the need established in the application narratives; the effort demonstrated by the school to reduce its budget deficit by other means; the degree to which the budget shortfall was caused by actions outside of the school’s control; the school’s history of academic, operational, and financial performance; and adherence to the technical requirements of the application. Applicants must receive an average score of 80 out of 100 to receive funding from the Emergency School Operations Fund.

Not all applicants will receive funding, and grant funding may not be awarded every year. **The SCSC, in its sole discretion, may approve a grant amount less than the amount requested by the school.** In years when grant awards are made, the SCSC will announce said award(s) at the beginning of the fiscal year’s final quarter to ensure recipients have adequate time to resolve outstanding fiscal issues prior to the close of the fiscal year. As a result, the SCSC may exhaust the Emergency School Operations Fund prior to the conclusion of the fiscal year. Accordingly, applicants are encouraged to apply as early as practicable.

If a school applies for funding from the Emergency School Operations Fund Application and does not receive an average score of at least 80 from the reviewers, the school may not submit another application based on a budget shortfall that results from the same issue or an issue that is closely related. However, if a school submits an application and receives an average score of at least 80 from the reviewers but does not receive grant funding due to the Emergency School Operations Fund being exhausted, the school may submit a second application for funding if additional Emergency School Operations Funds become available.

# E. Application Contents

A charter school that is applying for funding from the Emergency School Operations Fund must submit **ONE original** in paper format of all the materials listed below. Applicants must also submit electronic copies of **ALL** documents in .pdf format. Additionally, documents followed by an asterisk (\*) must be also submitted in Microsoft Word format. All electronic materials must be submitted on one single USB drive or CD/DVD and accompany the paper submissions. Email submissions will not be accepted.

* Completed Assurance Pages (see Section H – Required Attachments)\*
* Systematic Alien Verification for Entitlements (SAVE) Affidavit (see Section H – Required Attachments)
* Statement of Need Narrative (see Section H – Required Attachments)\*
* Budget Narrative (see Section H – Required Attachments)\*
* The school’s audit reports for the past three (3) fiscal years, or all audit reports available if the school had been operating less than three years.
* The school’s current unaudited financial statements.
* The school’s monthly bank and account statements for the current fiscal year.

**The SCSC Executive Director or designee, in his or her sole discretion, may request additional items or information to assist the grant reviewers in evaluating the application.** This may include revisions to the Budget Narrative.

The SCSC may reject applications that include all required documents. Only the application and requested documents will be considered. Applications will not be returned. Please keep a copy for your records. Additionally, please note that all applications submitted to the SCSC are subject to the Georgia Open Records Act.

# F. Application Technical Requirements

Applications submitted to the SCSC must adhere to all of the following form requirements:

* All pages must be consecutively numbered in the document footer;
* All pages must include the charter school name in the document header;
* The Statement of Need Narrative shall not exceed ten (10) single-spaced typed pages with a font no smaller than 11 point Times New Roman and margins no smaller than one inch on all sides;
* The Budget Narrative shall not exceed ten (10) single-spaced typed pages with a font no smaller than 11 point Times New Roman and margins no smaller than one inch on all sides;
* All appendices are tabbed and clearly labeled;
* Electronic documents are clearly identified in the document title; and
* All documents, when signatures are required, are signed in **blue ink**. Stamped signatures will not be accepted.

The SCSC may reject applications that materially fail to adhere to these requirements.

# G. Deadline

The application package must be **physically received** no later than **4:00 PM** **February 9, 2015.** Applications received after that deadline will not be considered. Electronic and faxed applications packages will not be considered.

All application packages must be mailed or hand-delivered to the following address:

State Charter Schools Commission

1470B Twin Towers East

205 Jesse Hill Jr., Drive, SE

Atlanta, Georgia 30334

It is the responsibility of the sender to ensure and verify that the application package, in its entirety, is **received** by the deadline. Due to periodic disruptions in normal mail delivery, the use of an alternative method (e.g., a commercial carrier such as Federal Express or UPS, U.S. Postal Service Express mail, a courier service or personal delivery) to deliver application packages is ***strongly*** encouraged. The SCSC may reject applications not received by the deadline.

SCSC staff intend to make award recommendations to the SCSC for approval at the SCSC meeting on February 25, 2015.

# H. Required Attachments

The following attachments must be included in any application package submitted to the SCSC. The SCSC may reject applications if any attachment is changed or altered.

(*Application continued on following page.)*

**State Charter Schools Commission**

**EMERGENCY SCHOOL OPERATIONS FUND ASSURANCE Pages**

**Part I. Charter School Information**

**Name of the Charter School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grades Currently Served:** \_\_\_\_\_\_\_\_\_\_**Grades to be Served by the End of the Current Charter: \_\_\_\_\_\_\_\_\_\_**

**Grades or Programs Added in the 2013-2014 School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grades or Programs to be Added in the 2014-2015 School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grades or Programs to be Added in the 2015-2016 School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part II. Applicant Contact Information**

Applicants must designate one individual to serve as the contact for official communications. Please note that this information may be requested and provided pursuant to the Georgia Open Records Act. Applicants should avoid listing personal numbers and email addresses whenever possible.

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part III. Assurances and Signatures**

All assurances must be initialed in blue ink by the chairperson of the charter school’s governing board. The charter school leader and chairperson must sign below the final assurance in blue ink to further indicate understanding and agreement to the terms and conditions of receiving funding from the SCSC Emergency School Operations Fund (“Grant”).

\_\_\_\_\_ 1. The Charter School will utilize any and all funding provided under this Grant in accordance with all applicable state laws and regulations.

\_\_\_\_\_ 2. The Charter School will expend any and all funding provided under this Grant in accordance with the Budget Narrative, and any revisions thereto, of this Grant.

\_\_\_\_\_ 3. The Charter School will obtain prior written approval from the SCSC Executive Director in the event its expenditures must deviate from the Budget Narrative of this Grant by 10% or more at the object level.

\_\_\_\_\_ 4. The Charter School will not utilize any funding provided under this Grant for: advertising or public relations; entertainment costs; goods or services for personal use; lobbying; payment of fines, penalties, damages or settlements; repayment of questioned or unallowable costs for other grants; staff or faculty bonuses or incentives; subgrants to other entities; or any other use not consistent with state law or regulation.

\_\_\_\_\_ 5. The Charter School will not utilize any funding provided under this Grant, unless expressly approved by the SCSC in its Grant award, for the defense or prosecution of criminal and civil proceedings, claims, or appeals, or facility construction or maintenance.

\_\_\_\_\_ 6. The Charter School will not sell, encumber, or otherwise dispose of equipment or property purchased with funding provided by this Grant prior to the end of its useful life without prior notification to the SCSC Executive Director.

\_\_\_\_\_ 7. The Charter School’s programs, services, and activities operate and will continue to operate in accordance with the terms of the charter and all applicable federal, state, and local laws, rules, and regulations.

\_\_\_\_\_ 8. I understand that failure to abide by these assurances will result in corrective action by the SCSC, Georgia Department of Education, or State Board of Education, which may include, but are not limited to, the Charter School’s repayment of unallowable costs, the termination of the Charter School’s participation in this Grant, and the enforcement of the SCSC’s contractual rights under this agreement.

\_\_\_\_\_ 8. I hereby attest that the information provided in this Grant application is true and correct to the best of my knowledge. I acknowledge that I may be subject to a fine of not more than $ 1,000 or imprisonment for not less than one nor more than five years, or both, if I knowingly and willfully make a false or fraudulent statement or representation to SCSC pursuant to O.C.G.A. § 16-10-20.

These assurances are agreed to by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charter School Leader Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Governing Board Chairperson Date

**State Charter Schools Commission**

**Systematic Alien Verification for Entitlements (SAVE) Affidavit**

Georgia law, O.C.G.A. § 50-36-1(e)(2), requires all applicants for a public benefit to complete the following affidavit and provide a copy of a secure and verifiable document with the application for a public benefit. The term “public benefit” is defined very broadly by the law. Accordingly, this form must be completed by the charter school’s governing board chair and the form must accompany the application. A list of secure and verifiable documents is available through the Office of the Attorney General [here](http://law.ga.gov/sites/law.ga.gov/files/related_files/site_page/2013%20Secure%20and%20Verifiable%20Document%20Listing.pdf).

**O.C.G.A. § 50-36-1(e)(2) Affidavit**

By executing this affidavit under oath, as an applicant for a Emergency School Operations Funding Grant, as referenced in O.C.G.A. § 50-36-1, from the State Charter Schools Commission, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) \_\_\_\_\_\_\_\_\_ I am a United States citizen.

2) \_\_\_\_\_\_\_\_\_ I am a legal permanent resident of the United States.

3) \_\_\_\_\_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A.   
§ 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(state).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Applicant

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC

My Commission Expires:

**Emergency SChool Operations Fund**

**Statement of Need Narrative**

**Please provide a written narrative that addresses each item requested below. This narrative must be limited to 10 single-spaced pages, utilizing a font no smaller than 11-point Times New Roman and margins no smaller than one (1) inch on all sides, exclusive of appendices. All statements and claims should be supported by documented evidence as an appendix to the narrative. You may include additional appendices for illustrative support such as charts, graphs, or tables.**

1. *Events that Precipitated Budget Shortfall* – Briefly explain the events that lead to the school’s budget shortfall. Please address how these events were outside of the control of the school, how the events were unexpected, and how the school could not otherwise account for the costs or decline in revenue through its ordinary budget process.
2. *Response to Events* – Briefly explain how the school has adjusted its operations as a result of the unexpected events. Specifically address the efforts the school took to raise additional revenue, cut costs, and generally mitigate the effects of the unforeseen events.
3. *Proactive Planning Efforts* – Briefly explain the steps the school took to solicit guidance and advice from the appropriate agencies, organizations, or entities in a timely and responsible way to mitigate the effects and minimize the consequences of the unforeseen events. Describe hoe the school’s governance policies, procedures, and practices inform appropriate stakeholders. If applicable, include information regarding how the school has planned to prevent the events from reoccurring.
4. *Impact on Programs* – Briefly explain how the school’s programs, academic model, and overall mission are affected by the budget shortfall. Please address the school’s current operations as well as a conservative future outlook.

**Emergency School Operations Fund**

**Budget Narrative**

**Please provide a written narrative that addresses each item requested below. This narrative must be limited to 10 single-spaced pages, utilizing a font no smaller than 11-point Times New Roman and margins no smaller than one (1) inch on all sides, exclusive of appendices. All statements and claims should be supported by documented evidence as an appendix to the narrative. You may include additional appendices for illustrative support such as charts, graphs, or tables. Applicants are strongly encouraged to submit an appendix that includes the Funding Request in a table using the LUA Chart of Accounts.**

1. *Extent of Budget Shortfall* – Briefly explain the school’s current financial position and compare the school’s current financial position to the position the school would be in had the unforeseen events describe in the Statement of Need Narrative had not occurred. Please also include provide a brief history of the school’s financial health as well as a description of the school’s emergency reserve fund and how that fund was utilized in this situation. If the school does not have an emergency reserve fund, please explain why the fund does not exist.
2. *Proposed Plan of Action Without Grant Funding* – Briefly explain how the school would address the budget shortfall without support from the Emergency School Operations Fund. Please include specific plans for how the school would raise revenue or cut expenses.
3. *Funding Request* – Identify how much funding the school is requesting from the Emergency School Operations Fund. Using the LUA chart of accounts to the object level, detail how the school will expend a grant award from the Emergency School Operations Fund. If the SCSC grants an award from the Emergency School Operations Fund, the school will be required to expend the award as specified in this section. The SCSC may require the school to revise its funding request. Please include how a grant award will allow the school to better utilize other available funding.