

EMERGENCY REPAIR PROGRAM

Requesting Funds for Administrative/Filing Fees

June 2007

Emergency Repair Program (ERP) Regulation Section 1859.323.2(j) has recently become effective. The regulation capped the funding Local Educational Agencies (LEAs) could receive for administrative/filing fees. These fees are ineligible for State funding if they exceed 2% of the total project cost, or \$5000, whichever is less.

The LEA is required to include a detailed cost estimate with its application that details all estimated expenditures during the completion of the LEA's emergency repairs. If the LEA wishes to request funding for administrative/filing fees, it must include the amount in this cost estimate.

See the OPSC website for additional guidelines on how to complete the cost estimate and an example of an application for reimbursement funding that requests Administrative/Filing Fees.