

The following items are necessary for a Charter School application package to be deemed complete by the Office of Public School Construction (OPSC) and the California School Finance Authority (CSFA):

Preliminary Apportionment Request

Completed Form: Application for Charter School Preliminary Apportionment, Form SAB 50-09
Appraisal or Preliminary Appraisal of the property to be acquired that is less than six months old; or Median Cost valuation, consisting of county recorder documentation of consummated sales transactions, within the General Location, or title insurance company escrow instruction(s) for a minimum of 6 months and a maximum of 2 years, which indicate the agreed upon purchase price of the property(s) for pending real-estate sales. Submit with the consummated sales transactions and pending escrow instruction data a spreadsheet summary of the data in a price per acre format.

Relocation and Department of Toxic Substance Control cost documents, if applicable, refer to Regulation Section 1859.145.1.

A Cost Estimate for site development, which reflects 100 percent of the proposed work, outlined in Regulation Section 1859.76, and approved site development and off-site plans, when requesting more than \$70,000 per Proposed Useable Acres, refer to Regulation Section 1859.145.

Copy of the chartering agreement.

Form SAB 50-01, Form SAB 50-02 and Form SAB 50-03 for SFP New Construction Eligibility (if not previously submitted by the school district).

CSFA - Financial Soundness Documents (2 copies)

Completed Form: Charter School Facilities Program Application, Form CSFA 03-01

All supporting financial documentation (e.g. Organization and Financial information, All Material Contracts, and Legal Status Questionnaire)

Submit **all** of the above documents to the OPSC no later than July 29, 2004.