

CHARTER SCHOOL FUND RELEASE CHECKLIST

Advanced Release for Design Only

- Fund Release Authorization (Form SAB 50-05), sections 2 and 10 completed
- Current Financial Soundness Determination
- Memorandum of Understanding (MOU), Funding Agreement (If applicable), Use Agreement (if applicable)

Advanced Release for Site Acquisition

- Form SAB 50-05, sections 2 and 10 completed
 - Current Financial Soundness Determination
 - MOU, Funding Agreement (if applicable), Use Agreement (if applicable)
 - California Department of Education contingent site approval
 - Appraisal (may be preliminary)
 - Application for Charter School Preliminary Apportionment (Form SAB 50-09)
- For Charters holding title, the following is needed for a site release**
- Executed Covenants, Conditions, and Restrictions
 - Preliminary Title Report
 - Insurance Policy

Full Fund Release

(a full fund release is for projects that have an approved *Application for Funding* (Form SAB 50-04) and that have received a Final Apportionment)

- Form SAB 50-05, sections 5 and 10 completed
- MOU, Funding Agreement (if applicable), Use Agreement (if applicable)
- Project Information Worksheet (New Construction Only)
- Complete Contract(s)
- Notice(s) to Proceed
- If Labor Compliance Program (LCP) required, we also need the following:
 - 1. all District/Charter School/Third party Department of Industrial Relations (DIR) approval letters, including initial approval, extensions, and/or final approval
 - 2. third party contracts
- If Prevailing Wage Monitoring (PWM) required, we also need the following:
 - 1. PW 100 screenprint
 - 2. Confirmation email from DIR that PW 100 form has been accepted and project is being monitored
- Grant Deed if school district holds title
- Updated lien for total amount of funding received from the State if charter school holds title