

# Financial Hardship Checklist - Phase I

(January 2016)

New  Renewal

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION
COUNTY
DATE OF FINANCIAL HARDSHIP REQUEST

*Financial Hardship submittal package. All incomplete Financial Hardship packages will be returned. This Financial Hardship checklist and funding certification must be submitted in its original form and without any modifications or the district's Financial Hardship package will be marked incomplete and returned to the district.*

## I. QUALIFYING CRITERIA: County Offices of Education [Per Education Code Section 17075.15(d)(3) and Regulation Section 1859.81(c)(3)]

1. Is this a County Office of Education (COE)?  Yes  No
- If yes, please submit the following: **Enclosed:**
- Cover letter by COE requesting Financial Hardship Approval.  Yes  No
  - Listing of school projects and phases that the COE is requesting Financial Hardship for.  Yes  No

*COEs may proceed to Section B4 and sign to complete*

## II. QUALIFYING CRITERIA: School Districts [Per Education Code Section 17075.15(d)(1, 2 & 4) and Regulation Section 1859.81(c)(1, 2 & 4)]

District must meet Section A and at least one of the items listed in Section B below in order to qualify for Financial Hardship.

### Section A

1. Is the district levying developer fees at the maximum rate justified under law?  Yes  No  
As of the January 2016 SAB meeting, Level 1 rates were set by the SAB at \$3.39 per square foot for residential permits and \$0.55 per square foot for commercial/industrial permits.
2. Is the district renewing their Financial Hardship for a new construction project?  Yes  No  
If yes, it must also show evidence of the appropriate level of developer fees assessed (i.e. Level I, Level II, or alternate fee determined by current needs analysis study). The district must have a current (dated within one year of the Financial Hardship request) Needs Analysis Study to justify its fees.  
Has a copy of the Needs Analysis Study and the school board resolution implementing the fees been submitted?  Yes  No  
If the district cannot levy developer fees, has documentation been submitted supporting this assertion that can be verified by OPSC?  Yes  No

*If no, district does not meet current financial hardship criteria*

3. Is a copy of the school board resolution implementing the current fees attached?  Yes  No
4. If the district is sharing developer fees with other school district(s): has a copy of the agreement been submitted with the financial hardship package?  Yes  No  
What percentage of fees does the district receive from the sharing agreement and what is the rate? \_\_\_\_\_

*If the district is levying the maximum developer fees as indicated in A1 or A2, go to Section B1.*

5. If the district is not levying the maximum developer fees, does the district have a current (dated within 2 years of the financial hardship request) developer fee justification study showing a lesser amount to be collected? Is the justification study included in the financial hardship submittal?  Yes  No  
What is the lower rate that is being assessed? \_\_\_\_\_

*If the district is either levying the maximum developer fee authorized or justifies a lower fee, go to Section B1.*

*If no, district does not meet current financial hardship criteria*

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## Section B

1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district?  Yes  No

What is the district's percentage of indebtedness?

If qualifying under this criteria, please submit the following:

- A letter from County Audit-Controller certifying the district's current year assessed valuation.  Yes  No
- A copy of the appropriate Bond booklets, COP booklets, or other documentation that verifies the district's level of bonded indebtedness.  Yes  No

*If yes, proceed to Section B4 and sign to complete; if no, go to Section B2*

2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Prop 39 within the previous two years from the date of request for financial hardship status?  Yes  No

The proceeds from the bond election (that represent the maximum amount allowed under the provisions of Prop 39) must be used to fund SFP project(s).

If qualifying under this criteria, please submit the following:

- A copy of ballot issue/voter bond pamphlet.  Yes  No
- Certification from Registrar of Voters.  Yes  No
- Documentation supporting date of election, amount of bond; purpose of bond; percent of "Yes" vote on bond.  Yes  No

*If yes, proceed to Section B4 and sign to complete; if no, go to Section B3*

3. Is the district's total bonding capacity at the time of the request for Financial Hardship status \$5 million or less?  Yes  No

If qualifying under this criteria, please submit the following:

- A letter from County Audit-Controller certifying the district's current year assessed valuation.  Yes  No

*If yes, proceed to Section B4 and sign to complete; if no, district does not qualify for financial hardship*

SIGNATURE OF DISTRICT REPRESENTATIVE	DATE
PLEASE PRINT NAME:	CONTACT NUMBER:
	EMAIL ADDRESS: