

**State of New Mexico**  
**Public School Capital Outlay Council**

**Chair:**  
David Abbey, LFC

**Members:**  
Keith Gardner, Governor's Office  
Hanna Skandera, PED  
Frances Maestas, LESC  
Richard May, DFA



**Public School Facilities Authority**  
Robert Gorrell, Director  
2019 Galisteo, Suite B-1  
Santa Fe, NM 87505  
(505) 988-5989 Fax: (505) 988-5933

**Members:**  
Richard Tavelli, CID  
Joe Guillen, NMSBA  
Raul Burciaga, LCS  
Gene Gant, PEC

**M E M O R A N D U M**

April 28, 2011

To: School Districts and Charter Schools

A handwritten signature in black ink, appearing to read "A. Gorrell".

From: \_\_\_\_\_  
Robert A. Gorrell, Director, PSFA

Subject: 2011-2012 PSCOC Lease Assistance Grant Application

New Mexico state law provides that the Public School Capital Outlay Council (PSCOC) may approve applications for the purpose of making lease payments for classroom facilities, including facilities leased by charter schools. A new lease from a private landlord must have a conflict of interest questionnaire and copy of the district/school conflict of interest policy submitted with the application. This year's application and Conflict of Interest Questionnaire are now available to download from the PSFA website at [www.nmpsfa.org](http://www.nmpsfa.org). Mr. Gerald Pertner, PSFA Financial Specialist, will be managing the application process and is available for any of your questions at 505-988-5989 extension 2139, or by email at [gpertner@nmpsfa.org](mailto:gpertner@nmpsfa.org).

The **deadline for submission of completed applications is 5:00 p.m. on June 17, 2011**. Awards for lease payment assistance are tentatively scheduled for the July 28, 2011 PSCOC meeting. Quarterly assistance payments will be made to all awarded districts beginning October 1, 2011.

Please be advised that the applications for locally chartered charter schools **must** be submitted through and signed by the superintendent of the chartering school district. State chartered charter schools may submit their applications directly.

**PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL  
2011-2012 APPLICATION FOR LEASE PAYMENT ASSISTANCE FOR  
CLASSROOM FACILITIES**

**Application Deadline: June 17, 2011**

*\*A separate application MUST be completed for each facility for which a lease exists, and lease payment assistance is being requested.*

New Mexico state law provides that the Public School Capital Outlay Council (PSCOC) may approve applications for the purpose of making lease payments for classroom facilities, including facilities leased by charter schools. The amount of a grant to a school district shall not exceed:

- A. the actual annual lease payments owed for leasing classroom space for schools, including charter schools, in the district; or
- B. seven hundred dollars (\$700) adjusted by the CPI and multiplied by the full time equivalent enrollment (MEM);
- C. at the end of each fiscal year, any unexpended or unencumbered balance of the appropriation shall revert to the fund;
- D. no grant shall be made for lease payments due pursuant to a financing agreement under which the facilities may be purchased for a price that is reduced according to the lease payments made unless:
  1. the agreement has been approved pursuant to the provisions of the Public School Lease Purchase Act; and
  2. the facilities are leased by a charter school

**INSTRUCTIONS:**

- 1) Attach a complete and signed copy of the current or proposed new lease(s) for the 2011-2012 school year (07/01/11-06/30/12) with the application(s).
- 2) If application is for a new lease from a private landlord, complete and return the Conflict of Interest questionnaire along with a copy of the district/school conflict of interest policy.
- 3) Applications for lease assistance for locally chartered charter schools shall be made on behalf of charter schools by the school district, signed by the district superintendent. In the event the school district fails to submit or sign an application on behalf of a charter school, the charter may submit its application directly to the Public School Facilities Authority (PSFA).
- 4) A grant received for the lease payments of a charter school may be used by that charter school as a state match necessary to obtain federal grants pursuant to the federal No Child Left Behind Act of 2001.

**Mail completed application to:**  
Public School Facilities Authority  
2019 Galisteo, Suite B-1  
Santa Fe, New Mexico 87505

**For Questions please contact:**  
**Gerald Pertner**  
Phone: 505-988-5989 Ext. 1139  
Fax: 505-988-5933  
E-mail: [gpertner@nmopsfa.org](mailto:gpertner@nmopsfa.org)

**2011-2012 APPLICATION FOR LEASE PAYMENT ASSISTANCE FOR  
CLASSROOM FACILITIES**

-PLEASE PROVIDE THE FOLLOWING INFORMATION-

Facility Name: **Alvarez Farms**

Physical Address: (as indicated in lease) **1049 Mercantile La Union NM 88021**

Mailing Address: **1049 Mercantile La Union NM 88021**

Administrator: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Business Manager: **Ramon Alvarez Owner** E-Mail: \_\_\_\_\_

Phone **(575) 874-3170** Fax: **(575) 874-3170**

Charter School: (yes) \_\_\_\_\_ (no) **X**

State Chartered: (yes) \_\_\_\_\_ (no) **X**

In Publically-owned Building: (yes) \_\_\_\_\_ (no) **X**

Grade Level(s): **9<sup>th</sup> and 12<sup>th</sup>**

Number of Permanent Classrooms: **One**

Number of Portable Classrooms: **not applicable**

Enrollment Capacity: **30 students**

School Acreage: **not applicable**

---

Provide an explanation of the need for additional space, if anticipated.

**The request for additional space for the Special Education Program is as follows:**

**First, the need for additional space is to provide job training skills for special education students within the Gadsden ISD District.**

**Second, there is no space available within the school district building for this job training program for our special education students**

---

If space is available in an existing school district building, explain why the space does not meet the programmatic needs of the school.

---

If a charter school, indicate whether or not the charter school is included in the district's current facilities master plan. If not provide the anticipated date of inclusion or if state chartered, development of own plan.

---

(2011-2012 continued)  
**– PLEASE ENTER DATA BELOW –**  
 (Double click box 1 to open form, click outside of form to close)

1	Enter student membership/enrollment (1st year charter schools enter the estimated 80 <sup>th</sup> day full time equivalent enrollment (MEM). All others enter the average of the 80th and 120th full time equivalent membership of the 10-11 school year as reported to the Public Education Department.	24
2	Enter total net square footage of leased classroom space:	15,460
3	Direct administration space (not to exceed 150 net square feet plus 1.5 square feet multiplied by MEM, (150+(1.5 x MEM)):	186
4	Enter other or remaining administrative space leased:	-
5	Total square footage of leased space (add Lines #2, #3 and #4):	15,646
6	Enter TOTAL annual lease payment:	\$ 18,000
7	Enter utilities, janitorial or maintenance if included in lease:	\$ -
8	Subtract line #7 from line #6:	\$ 18,000
9	Allowable lease amount for classroom and direct admin space:	\$ 18,000
10	Maximum allowable lease reimbursement (line #1 multiplied by \$733.35):	\$ 17,600
11	Amount of funds requested (the smaller of line #9 or #10):	\$ 17,600

---

School Board President or Charter Administrator Date

---

School District Superintendent Date

*Signatures certify that, to the best of their knowledge, the information contained in the application herein is complete and accurate.*