

State of New Mexico  
Public School Capital Outlay Council



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

MEMORANDUM

May 1, 2012

To: School Districts and Charter Schools

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

Subject: 2012-2013 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 505-843-6272 extension 1139, (fax 505-843-9681) or by email at [gpertner@nmpsfa.org](mailto:gpertner@nmpsfa.org).

**Mail completed applications to:**

Public School Facilities Authority  
1312 Basehart Drive SE  
Albuquerque, New Mexico 87106  
Attn: Gerald Pertner

**The deadline for submission of completed applications is 5:00 p.m. on June 15, 2012.** Awards for lease payment assistance are tentatively scheduled for the July 26, 2012 PSCOC meeting. Quarterly assistance payments will be made to all awarded districts beginning October 1, 2012.

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  
2012-2013 APPLICATION FOR LEASE PAYMENT ASSISTANCE FOR  
CLASSROOM FACILITIES  
Application Deadline: June 15, 2012**

*\*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 2012-2013 school year (07/01/12-06/30/13) 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).

**Mail completed application to:**  
Public School Facilities Authority  
1312 Basehart Drive SE  
Albuquerque, New Mexico 87106

**For Questions please contact:**  
**Gerald Pertner**  
Phone: 505-843-6272 Ext. 1139  
Fax: 505-843-9681  
E-mail: [gpertner@nmopsfa.org](mailto:gpertner@nmopsfa.org)

**2012-2013 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: \_\_\_\_\_

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>, 10<sup>th</sup>, 11<sup>th</sup>, 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 Independent School 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.

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If a charter school, briefly describe the long range plan for transitioning to publically-owned space or meeting one of the exceptions by 2015.

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If a charter school leasing from an educational foundation, provide a breakdown of how the lease amounts are used by the foundation to provide, maintain or in support of the educational mission of the charter school.

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If a charter school leasing from another governmental entity (e.g., school district, city, county, university, tribal, federal government), provide a breakdown of how the lease amounts are used by the governmental entity to provide, maintain or in support of the educational mission of the charter school.

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(2012-2013 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 2011-2012 school year as reported to the Public Education Department.	26
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)):	189
4	Enter other or remaining administrative space leased:	-
5	Total square footage of leased space (add Lines #2, #3 and #4):	15,649
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 \$756.83):	\$ 19,067
11	Amount of funds requested (the smaller of line #9 or #10):	\$ 18,000

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School Board President or Charter Administrator Date

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School District Superintendent Date

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