

**PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL
2013-2014 APPLICATION FOR LEASE PAYMENT ASSISTANCE FOR
CLASSROOM FACILITIES**

Application Deadline: June 14, 2013

NOTE: 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. Lease reimbursement award amounts may be up to seven hundred thirty three dollars and thirty-five cents (\$733.35) for each full time equivalent enrollment (MEM), and this total may be adjusted by the CPI. The PSCOC will make determination of the lease assistance awards based upon compliance with current statutory criteria.

At the end of each fiscal year, any unexpended or unencumbered balance of the grant award(s) shall revert to the public school capital outlay fund. 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:

**the agreement has been approved pursuant to the provisions of the Public School Lease Purchase Act; and
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 2013-2014 school year (07/01/13-06/30/14) with the application(s).
- 2) Each application submittal **must** include a completed Conflict of Interest Questionnaire and a copy of the school district or charter school conflict of interest policy. The Application and Questionnaire are available for download from the PSFA website at:

http://www.nmpsfa.org/funding/special_funding.htm

- 3) Applications for lease assistance for locally chartered charter schools shall be made on behalf of charter schools by the school district and signed by the school 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, Suite 200
Albuquerque, New Mexico 87106

For Questions please contact:
Gerald Pertner
Phone: 505-843-6272 Ext. 1139
Fax: 505-843-9681
E-mail: gpertner@nmpsfa.org

2013-2014 APPLICATION FOR LEASE PAYMENT ASSISTANCE FOR CLASSROOM FACILITIES

-PLEASE PROVIDE THE FOLLOWING INFORMATION-

General

Facility Name: Alvarez Farms

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

Mailing Address: 1049 Mercantile Avenue, La Union NM 88021

Administrator: _____ email: _____

Business Manager: Ramon Alvarez email: _____

Phone: 575-874-3170 Fax: 575-874-3170

Locally Chartered School: **No (X) Yes ()**

State Chartered School: **No (X) Yes ()**

Current (approved) Enrollment Capacity: 21

Grades Served: 9TH – 12TH

Number of Permanent Classrooms: 1

Number of Portable Classrooms: _____

Site Acreage: N/A

Lease Type:

Land Only () Facility Only (X) Land & Facility () Lease-Purchase ()

Unique (non-traditional) educational programs served:

No ()

Yes (X) [describe space needs that are different from the NM Adequacy standards for traditional schools]:

Facility includes kitchen appliances, washer & dryer, refrigerator & stove, bed set for life skills training for students with disabilities.

Community programs served:

No (X)

Yes () [describe space needs such as health clinics, Head Start, senior center programs that are revenue generating and how much]: _____

Time terms of lease [describe number of years covered, options to renew]:

Renew lease on a yearly basis

Payment Schedule and Amounts: **Monthly Rate of \$1,500.00**

Who is the property owner? **Mr. Ramon Alvarez**

Is the lease directly with the property owner? **Yes (X) No ()** [If no, describe the terms and payments of each lease and sublease between the property owner and this lease]:

Is the property owned by a school district?

Yes () [which school district]:

No, but is publicly-owned property () [name the city, county, tribe or other public ownership]:

No, the property is privately owned (X) [name the owner]: Mr. Ramon Alvarez

If the school has more space than is currently necessary, please explain (i.e.: adding grades served):

If space is available in an existing school district building, explain why the space does not meet the programmatic needs of the charter school or otherwise why the space is not made available or utilized by the school district. **No space is available at school district campuses**

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.

If a charter school, briefly describe the long range plan for transitioning to publicly-owned space or meeting one of the exceptions by July 1, 2015 pursuant to 22-8B-4.2 NMSA.

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.

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.

Facility Lease

Does the property have a New Mexico Building Code 'E' occupancy?

Yes () [date of 'E' occupancy by the Construction Industries Department or describe if the space occupancy by another K-12 program within the previous year]: _____

No (X) [describe how 'E' occupancy will be achieved prior to student occupancy]: **This building has been continually occupied by this program for at least the last five years. The District will immediately begin steps to achieve 'E' occupancy prior to student occupancy for SY 2013-2014.**

Has the condition of this property been determined by the Public School Facilities Authority (PSFA) to be at least average or better w/NMCI of all public K-12 schools?

Yes () [provide date of PSFA approval and w/NMCI score]: _____

No (X) [date of PSFA approval of plan to improve the facility to average or better condition as measured by the w/NMCI within 18 months of occupancy]: **The District will immediately begin steps to achieve a PSFA inspection in order that the condition of the property be determined to be at least average or better with NMCI of all public K-12 schools.**

Square Footage

Total Leased 15,642 sf ("gross" or outside walls to outside walls)

Percent Tare ("tare" includes spaces used for: circulation such as corridors, stairways, elevators, as well as, spaces that support such as restrooms, mechanical rooms, electrical rooms, custodial closets, and non-usable space included in the gross square feet of the facility such as the thickness of the walls.) _____%

Classroom (gross with tare included) _____sf

Administration (gross with tare included) _____sf

Other The District will immediately contact an architectural firm to determine the amounts/percentages being requested. [describe space]

Maintenance

Included - Yes () [describe any limitations or exclusions]

Included - No (X) [describe any services that are included]

***At times the air conditioner the school district will provide maintenance**

Custodial

Included - Yes () [describe any limitations or exclusions]

Included - No (X) [describe any services that are included]

Utilities

Included - Yes (X) [describe any limitations or exclusions]

Included - No () [describe any services that are included]

*** Owner pays any utilities**

Taxes

Included - Yes (X) [describe]

Included - No () [describe]

*** Owner pays any taxes**

Capital Improvements

Included - Yes () [describe scope, timing and increased lease costs]

Included - No () [describe]

Other: _____

(Please complete embedded spreadsheet on following page)

– 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 40 th day full time equivalent enrollment (MEM) - to be adjusted after 80th day. All others enter the average of the 80th and 120th full time equivalent membership of the 2012-2013 school year as reported to the Public Education Department.	21
2	Enter total net square footage of leased <i>classroom space (with tare)</i> :	15,460
3	Direct administration space with tare (not to exceed 150 net square feet plus 1.5 square feet multiplied by MEM, (150+(1.5 x MEM))):	182
4	Enter all other or remaining space leased ⁽¹⁾ :	-
5	Total square footage of leased space (add Lines #2, #3 and #4):	15,642
6	Enter TOTAL annual lease payment:	\$ 18,000
7	Enter the total value of utilities, janitorial, maintenance & taxes 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):	\$ 15,400
11	Amount of funds requested (the smaller of line #9 or #10):	\$ 15,400

⁽¹⁾ Please note that “classroom space” and “direct administration space” and “other or remaining” should add to total square footage of leased space (line #5).

School Board President / Governing Council President Date

School District Superintendent / Charter School Administrator Date

If locally chartered charter school:

School District Superintendent Date

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