# Appendix E: Minor Facility Repair Plan

Background

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| Under ESSA (ESEA § 4303 (h)(3)), charter schools can designate a percentage of their CCSP grant funds for the purpose of minor facility repairs and other renovations necessary to comply with applicable local, state, and federal statutes and regulations.Determining what constitutes “Minor Facilities Repairs and Necessary Renovations”Minor facility Repairs and Necessary Renovations cannot add to the permanent value of the property nor appreciably prolong its intended life, but rather, keep it in efficient operating condition. In addition, under this program,1. Total one-time expense will not exceed 10 percent of the annual CCSP grant award in a given year. For schools applying in their first year of implementation, the maximum award will not exceed 10 percent of a three-year annual award.
2. The other goals of the CCSP grant application can be clearly met and are not compromised due to the proposed expenditures related to facility repairs.

Examples of minor facilities repairs include repairing a leak in the roof, replacing a broken window, and repairing a furnace or an air conditioning unit. Minor facilities repair neither adds to the permanent value of the property nor appreciably prolong its intended life, but rather, keep it in efficient operating condition.Applicants should also consult the [Cost Principles](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E) in the UGG for further assistance. |

Instructions

Applicants are required to complete this plan if their application seeks to include minor facility repairs in the proposed CCSP grant budget. Fill in the information below as it applies to your request. Use of bullet points is encouraged. This plan should be limited to 3-5 pages.

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| --- | --- |
| **School Name:** |  |
| **School Facility Contact:**(Name, Phone and Email) |  |
| **Effective Dates of Plan:** |  |

Rationale for including expense

Check the box(es) of the appropriate category for which you are seeking funding:

Budget amount for Minor Facility Repairs

Budget amount for Other Necessary Renovations to Ensure Compliance with Applicable Statutes and Regulations

Based on the box(es) checked, please complete the appropriate section(s) below:

Minor Facility Repairs

Identify any minor facilities repairs to be included in the CCSP grant budget and list the budgeted amounts for each.

Explain why these repairs constitute “minor repairs.”

Identify how these repairs are incorporated into your grant project goals and grant budget spreadsheet for this CCSP grant application. (Note: Minor repairs exclude construction.)

Other Necessary Renovations to ensure Compliance with Applicable Statutes and Regulations

Identify any necessary renovations to be included in the CCSP grant budget and list the budgeted amounts for each.

Identify how these repairs are incorporated into the school’s grant project goals and grant budget spreadsheet for this CCSP grant application.

Explain why these renovations are “necessary.” (Note: To be considered a “necessary renovation,” the applicant must provide a citation to statute and/or regulation that demonstrates that the renovation is required.)

Explain why the renovation is “commensurate with the market rate for such goods and services.”