

Instructions for Submitting an Application for Approval of Charter School Lease Reimbursement Program (PDE-418) Using PDE's CFRS System

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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
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www.education.pa.gov



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Introduction: The Pennsylvania Department of Education (PDE) has developed a new online application for submitting PDE-418s (Application for Approval of Charter School Lease Reimbursement Program) through the Consolidated Financial Reporting System (CFRS). The PDE-418 is used by charter schools to apply to the Charter School Facility Lease Reimbursement Program. To see how reimbursement is calculated by PDE, please reference Appendix I of this document. Charter schools must have an approved PDE-418 and the actual payment of the lease rental to apply for state lease reimbursement. To apply for reimbursement charter schools must complete the PDE-419 (Application for Reimbursement for Charter School Lease) form.

For more information on CFRS, including how-to guides related to registration and system access, please visit the PDE website at <https://www.education.pa.gov/Teachers%20-%20Administrators/School%20Finances/Pages/Consolidated-Financial-Reporting-System.aspx>

Eligibility Parameters:

To qualify for the Charter School Facility Lease Reimbursement Program a charter school must:

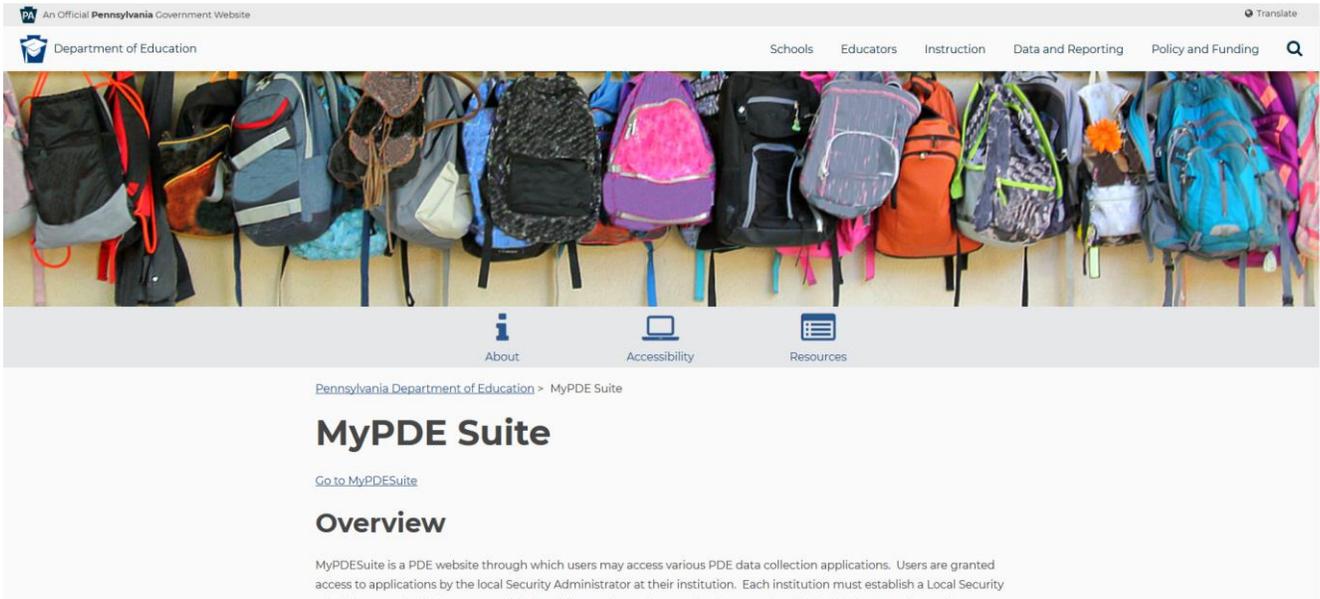
- 1) Be a Pennsylvania approved charter school, other than a cyber-charter school; and,
- 2) Have a signed lease agreement for rental of a building (permanent structure) or portions of buildings. The building must be used for educational purposes. If a leased building includes space for both educational and administrative use, the lease costs on the entire building will qualify for reimbursement under the program.

A charter school cannot receive lease reimbursement for:

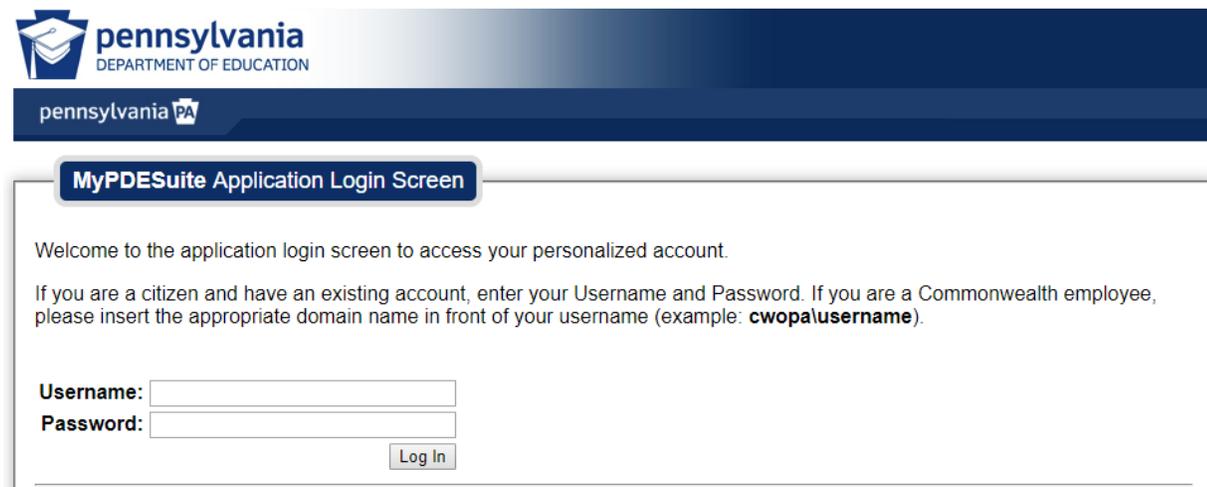
- 1) A building owned by the charter school.
- 2) A building leased solely for central administration of the charter school.
- 3) Payments related to the acquisition of a building, or lease rental costs for land and relocatable structures, trailers and modular structures, unless the structure meets the conditions of “permanent” construction criteria.

The Charter School Lease Reimbursement Program applies only to payments made by the charter school on or after July 1, and on or before June 30 of a prior fiscal year.

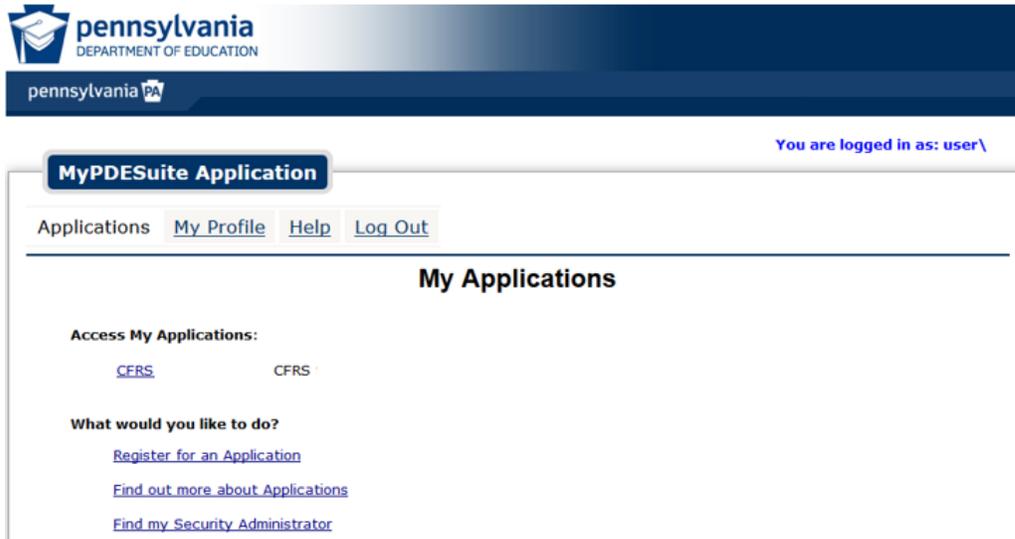
Accessing MyPDE Suite: To submit a PDE-418 application through the CFRS, begin by going to MyPDE Suite at <https://www.education.pa.gov/Pages/MyPDE-Suite.aspx> and clicking on the 'Go to MyPDESuite' link. This will take you to the login screen.



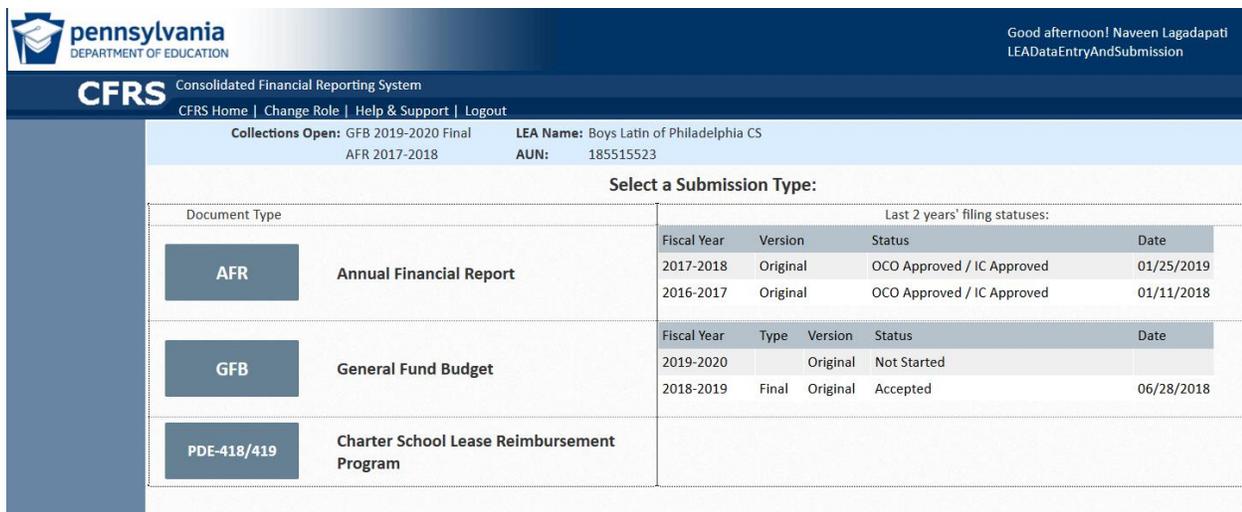
Enter your Username and Password.



Accessing CFRS: Once logged in to MyPDESuite, click on the CFRS link to continue.



Accessing the PDE-418 Application Module: After clicking on the CFRS link, the next screen will be the CFRS Homepage. It gives users the option of selecting a document type. Choose the PDE-418/419 option “Charter School Lease Reimbursement Program.” Clicking this link will automatically take you to the PDE-418 Application Module page.



Creating a New PDE-418: To create a new PDE-418, users should begin by clicking the “Create New” button and the data entry page will appear (see screenshot below). Required fields are marked with a red asterisk.

The screenshot shows the Pennsylvania Department of Education's CFRS Consolidated Financial Reporting System. The page header includes the Pennsylvania Department of Education logo and the text "Good afternoon! Naveen Lagadapati LEADDataEntryAndSubmission". The main content area displays a form for creating a new PDE 418. The form includes fields for "Fiscal Year" (a dropdown menu currently showing "--Select--"), "Type" (set to "Preliminary"), "Version" (set to "Original"), "LEA Completion Status", "LEA Name" (set to "Bear Creek Community CS"), "PDE Review Status", and "AUN" (set to "118400001"). At the bottom of the form are three buttons: "Search", "Clear", and "Create New".

Prepare one application for each building that is leased for educational use.

For a complete list of line-by-line definitions on form PDE-418, please reference “Appendix II” on page 11.

Saving the PDE-418 - At any time the user may save the PDE-418 submission by clicking on the “Save” button on the bottom of the form.

Submitting a PDE-418: Once all the data is entered, the user should click on the “Submit” button. This step will transfer the reimbursement request to PDE.

PDE staff will review the submitted PDE-418 and either approve or return it. The returned PDE-418 will show up when the user searches for existing PDE-418s (see below “Searching for Existing PDE-418s”). In addition, an e-mail will be sent to the LEA contact alerting them that the application has been returned.

PDE-418 CFRS Charter School Lease Reimbursement Program Instruction – Application for Approval
 Rev. 8/22/19

Add/Edit PDE 418

CHARTER SCHOOL NAME: Alliance for Progress CS	AUN: 126512990	COUNTY: Philadelphia
YEAR: * <input type="text" value="--Select--"/>		
CONTACT PERSON: * <input type="text" value="--Select--"/>	MIDDLE INITIAL: <input type="text"/>	LAST NAME: <input type="text"/>
CONTACT TITLE: * <input type="text"/>	TELEPHONE NO.: * <input type="text" value="eg. 123-456-78"/>	<input type="text" value="--Select--"/>
BUSINESS EMAIL ADDRESS: * <input type="text" value="eg. john@live.com"/>	SCHOOL EMAIL ADDRESS: <input type="text"/>	

ADDRESS OF LEASED BUILDING: *

ADDRESS CONTINUED:

GRADES HOUSED IN LEASED BUILDING: * IS THIS A CYBER SCHOOL? * Yes No

IS ANY PORTION OF THE LEASED BUILDING A RELOCATABLE STRUCTURE/TRAILER/MODULARIZED STRUCTURE? * Yes No

HAS THE LEASED BUILDING BEEN INSPECTED AND APPROVED FOR OCCUPANCY BY THE PA DEPARTMENT OF LABOR AND INDUSTRY OR THE LOCAL MUNICIPALITY? * Yes No

If yes, approved Occupancy Date

If no, explain

NAME OF LESSOR: *

TERM OF LESSOR: * Start Date: * End Date: *

HOW ARE PAYMENTS MADE TO LESSOR? * Monthly Quarterly Semi-Annually Annually

Reimbursable Annual Lease Costs

Fiscal Year

JULY-JUNE

Total Annual Lease Costs

	Fiscal Year ACTUAL	Fiscal Year ESTIMATED
A. GROSS ANNUAL LEASE COSTS (Must Equal Total Payments Reported Above)	\$ <input type="text"/>	\$ <input type="text"/>
B. LESS NON-REIMBURSABLE COSTS included in Gross Annual Lease Costs (Operating and Maintenance Costs including Utilities, Janitorial/Custodial Services)	\$ <input type="text"/>	\$ <input type="text"/>
C. NET ANNUAL LEASE COSTS (Line A. minus Line B.)	\$ <input type="text"/>	\$ <input type="text"/>

Board Certification

The Board certifies that, to the best of its knowledge and belief, the information in this application is true and correct.

BOARD ACTION DATE: *

VOTING: * AYE NAY ABSTENTIONS ABSENT

Name of Secretary Date

Charter School's Mailing Address

Charter School's Mailing Address

loading..

Enter New Note:

Searching for an Existing PDE-418: To find a specific PDE-418, users should select the appropriate fiscal year and click on the “Search” button from the CFRS charter school landing page.

PDE 418

Year:

Fiscal Year	ADDRESS OF LEASED BUILDING	Status	Action
2017-2018	5400 Warrington Avenue, Philadelphia, PA 19143	Submitted	View

Total Record(s) : 1

Fiscal Year- The Commonwealth fiscal year in which the charter school’s lease payment is made.

Address of Leased Building – Each building will be separately listed by the address.

Status – Refers to the state of the scheduled payment in the CFRS system. The PDE-418 can be in started, submitted, returned or approved status.

Action - Refers to whether the LEA can view or edit the PDE-418.

Appendix I – Reimbursement Calculation

PDE will use the following components to determine the reimbursement on the lease: net gross annual lease costs; enrollment; legislated per pupil reimbursement amounts; and the charter school's Market Value/Aid Ratio.

Reimbursement is calculated as follows:

- | | |
|---|----------|
| a) Net Annual Lease Costs
(Per approved PDE-418 Form) | \$ _____ |
| b) Enrollment Multiplied by Legislated
Per Pupil Amounts: | |
| 1) K-6 Enrollment x \$160 | \$ _____ |
| 2) 7-12 Enrollment x \$220 | \$ _____ |
| 3) Vocational Enrollment x \$270 | \$ _____ |
| c) TOTAL (Lines 2b(1) + 2b(2) + 2b(3))
(Maximum Reimbursable Amount) | \$ _____ |
| d) Lesser of Line 2a or Line 2c | \$ _____ |
| e) Gross Annual Lease Costs
(Per approved PDE-418 Form) | \$ _____ |
| f) Permanent Reimbursable Percent
(Line 2d divided by Line 2e) | _____ % |
| g) Total Eligible Amount
(Line 2e times Line 2f) | \$ _____ |
| h) Charter School Market Value/Aid Ratio
for FY 2017-2018 | _____ |
| i) Reimbursable Amount
(Line 2g times Line 2h) | \$ _____ |

Appendix II – Term Definitions

CHARTER SCHOOL NAME – The official name of the charter school, as approved in the charter.

ADMINISTRATIVE UNIT NUMBER (AUN) – The 9-digit number assigned by the Department of Education to the charter school for identification purposes.

COUNTY – Name of the county in which the administrative office of the charter school is located.

CONTACT PERSON – Name of the person who is knowledgeable about the information contained in the application and can answer questions on the lease and the lease rental payments.

TITLE OF CONTACT PERSON – Job title of the contact person.

TELEPHONE NO. – Telephone number of the contact person.

CONTACT EMAIL ADDRESS – Email address of the contact person.

CEO EMAIL ADDRESS – Email address of the charter school’s Chief Executive Officer.

ADDRESS OF LEASED BUILDING – The street name, city, state and zip code for the location of the leased building.

GRADES HOUSED IN LEASED BUILDING – In the dropdown, check the boxes for each grade housed in the leased building. For example: If the school includes a kindergarten program to 5th grade, check the boxes for each grade between “K-5.”

IS THIS A CYBER SCHOOL? – Select either yes or no. Cyber Charter Schools are not eligible for a lease reimbursement.

IS ANY PORTION OF THE LEASED BUILDING A RELOCATABLE STRUCTURE/TRAILER/MODULAR STRUCTURE? – Lease rental costs for land, trailers and modulares are not eligible for reimbursement under this program. If you select “Yes” to this question, those rental costs are not reimbursable, unless the structure meets the definition of a “permanent” structure.

HAS THE LEASED BUILDING BEEN INSPECTED AND APPROVED FOR OCCUPANCY BY THE PA DEPARTMENT OF LABOR AND INDUSTRY OR THE LOCAL MUNICIPALITY?
– If the building was inspected and approved for occupancy by the PA Department of Labor and Industry and/or by officials from the local municipality, select “Yes” and enter the approved occupancy date. If the building was not inspected and approved for occupancy, select “No” and explain why the building was not inspected.

NAME OF LESSOR – Name of the party listed in the lease agreement.

TERM OF LEASE – Start and end dates of the lease. If the charter school signed a five-year lease, enter the beginning date and ending date. For example: September 1, 2010 - August 31, 2015.

HOW ARE PAYMENTS MADE TO LESSOR? – Select the appropriate payment period.

REIMBURSABLE ANNUAL LEASE COSTS – The amount of annual lease payments for the appropriate fiscal year. Automatically populates once the Gross Annual Lease Costs from Line A have been entered. (Note: the user will be required to certify the charter school made the annual lease rental payment on a separate application form.)

TOTAL ANNUAL LEASE COSTS – The left column of boxes is for the charter school’s actual costs in the fiscal year the charter school is applying to PDE for reimbursement. The right column is for estimated costs for the following fiscal year.

A. GROSS ANNUAL LEASE COSTS – List the gross amount of the lease rental costs for the applicant building. The total reported here must agree with the sum total of the payments reported monthly, quarterly, semi-annually or annually.

B. LESS NON-REIMBURSABLE COSTS – If the Gross Annual Lease Costs include fees/charges for operating and maintenance, such as utilities, janitorial or custodial services, list these costs here.

C. NET ANNUAL LEASE COSTS – Automatically calculates, subtracting Line B. from Line A. to determine the net annual lease costs. The commonwealth will only reimburse on these costs, less income from other sources, including, but not limited to, building insurance income and the income from the sublease of space to another entity.

BOARD ACTION DATE – Enter the date on which the charter school board acted to approve the application.

VOTING - Enter the vote of the board members.

NAME OF SECRETARY - Enter the name of the Board Secretary and date. This serves as an electronic signature.

CHARTER SCHOOL’S MAILING ADDRESS – Enter the Charter School’s mailing address.

RETENTION OF DOCUMENTS – Appropriate documentation must be maintained for review by the Auditor General’s Office to support the charter school’s submission of the PDE-418 and the Verification Statement for the Charter School Facility Lease Reimbursement Program.