

# Instructions for Submitting a PlanCon Reimbursement Application (PDE-2071) Using PDE's CFRS System

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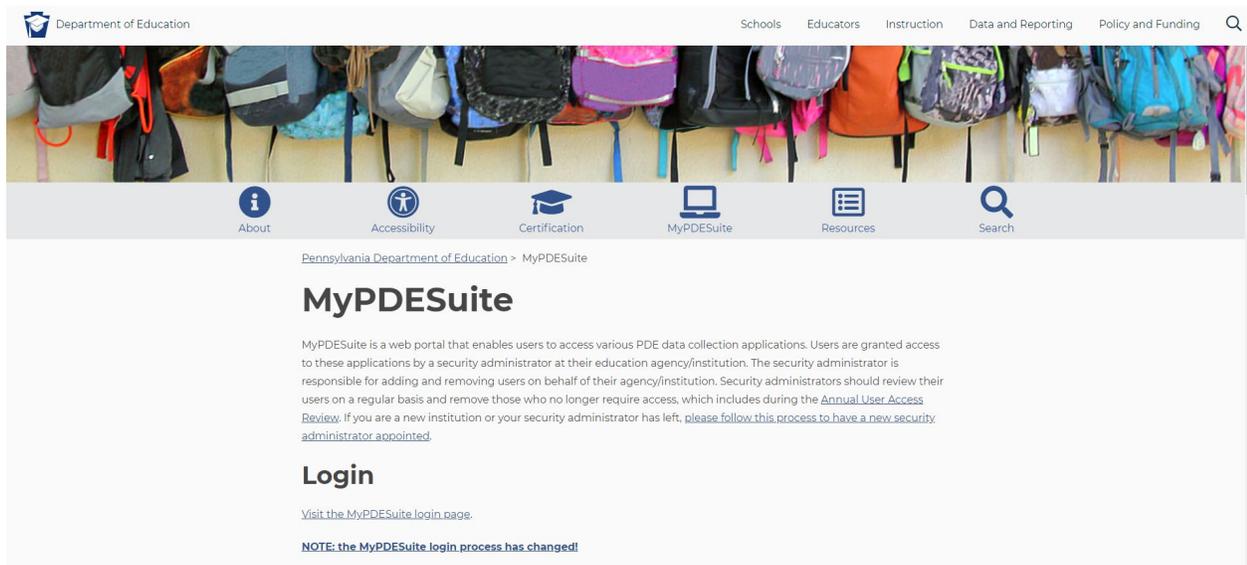
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**Introduction:** The Pennsylvania Department of Education (PDE) has developed a new online application for submitting PDE-2071s through the Consolidated Financial Reporting System (CFRS). The PDE-2071 is used to process state reimbursement for qualifying school construction projects. The PDE-2071 must be completed for all approved financing and may not be filed until the project's PlanCon Part H (Part K, when refinancing) has been approved.

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>

**Accessing MyPDE Suite:** To submit a PDE-2071 application through CFRS, begin by going to MyPDE Suite at <https://www.education.pa.gov/Pages/MyPDESuite.aspx> and clicking on the 'Visit the MyPDESuite' link. Doing this will take you to the login screen.



Enter your Username and Password.

**MyPDESuite Login Page**

### The MyPDESuite Login Process Has Changed

**A Keystone Login account is now required to access your applications within MyPDESuite.** If you have not already done so, please use the links below to create a Keystone Login account and migrate previous application roles.

**Note: Commonwealth of PA (CWOPA) employees** have already been migrated to Keystone Login. You may continue to log in with your existing CWOPA credentials.

**Login Steps:**

1. [CREATE KEYSTONE LOGIN ACCOUNT](#)
2. [MIGRATE PREVIOUS APPLICATION ROLES \(Optional\)](#)  
If you had previous application(s), you will need to migrate to see them when logging into MyPDESuite with your Keystone Login credentials.
3. **LOG IN TO MyPDESuite** - Enter your Keystone Login username and password below to access your application(s) within MyPDESuite.

**MyPDESuite Login**

User Name:

Password:

[Log In](#)

**Login Support**

- [How To Guide: Create Keystone Account / Migrate Roles](#)
- [Email Already In Use \(Keystone Registration Message\)](#)
- [Forgot Username](#)
- [Forgot Password](#)
- [Keystone Login Account](#)
- [Help](#)

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

**MyPDESuite Application**

You are logged in as: user\

Applications [My Profile](#) [Help](#) [Log Out](#)

### My Applications

**Access My Applications:**

[CFRS](#) CFRS

**What would you like to do?**

- [Register for an Application](#)
- [Find out more about Applications](#)
- [Find my Security Administrator](#)

**Accessing the PDE-2071 Application Module (PlanCon):** After clicking on the CFRS link, the next screen will be the CFRS Home Page. It gives users the option of selecting a document type. To submit an Application for Reimbursement for School Construction Projects, click the PDE-2071 button.

The screenshot shows the CFRS Home Page with the following information:

- Header: Pennsylvania DEPARTMENT OF EDUCATION, Good afternoon! e-nalagada LEADDataEntryAndSubmission
- Page Title: CFRS Consolidated Financial Reporting System
- Navigation: CFRS Home | Help & Support | Logout
- User Info: Collections Open: GFB (AFR 2017-2018), LEA Name: Abington SD (AUN: 123460302)
- Section: Select a Submission Type:
- Table of Document Types and Filing Statuses:

Document Type	Fiscal Year	Version	Status	Date
AFR Annual Financial Report	2017-2018	Original	OCO Review Not Started / IC Review Not Started	11/30/2018
	2016-2017	Original	OCO Approved / IC Approved	01/18/2018
GFB General Fund Budget	2019-2020	Original	Not Started	
	2018-2019	Final	Original	Accepted
PDE - 2071 Application for Reimbursement for School Construction Project				

**Creating a New PDE-2071:** Users will then be taken to the PDE-2071 Application Module landing page. To create a new PDE-2071, users should begin by clicking the “Create New” button. A data entry page will appear (see screen shot below). Once the user enters the PDE Lease #, the gray fields will automatically populate with the **earliest** outstanding payment for the PDE Lease # entered. The Scheduled Payment Date will not populate for a future month. Once the first of the month begins that month’s payment is available for submission. Please note that required fields are marked with a red asterisk.

The screenshot shows the PDE 2071 Application Module landing page with the following elements:

- Header: Pennsylvania DEPARTMENT OF EDUCATION, Good evening! e-nalagada LEADDataEntryAndSubmission
- Page Title: CFRS Consolidated Financial Reporting System
- Navigation: CFRS Home | Help & Support | Logout
- Section: PDE 2071
- Form Fields: Lease # (input field), Unipay Date (input field)
- Buttons: Search, Clear, Create New

For a complete set of PDE-2071 definitions please see the “Appendix” section.

CFRS School Facilities Module Instructions  
 Rev. 6/24/2020

Add/Edit PDE 2071			
LEA NAME: Abington Heights SD	AUN: 119350303	COUNTY: Lackawanna	
PDE Lease #:* <input style="width: 100%;" type="text"/>	Year: <input style="width: 50%;" type="text" value="--Select--"/>	Scheduled Payment Date: <input style="width: 50%;" type="text"/>	
Amount of Issue, Note or Loan: <input style="width: 80%;" type="text" value="\$"/>			
<p>Has this issue been refinanced or restructured since the last scheduled payment?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</p> <p><small>If so, confirm that PlanCon Part K was completed and submitted to PDE and that you have received the PlanCon Part K approval letter; do not submit the PDE-2071 until you receive the PlanCon Part K approval letter from PDE.</small></p> <p>Is this the final payment on this issue?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input type="radio"/> No</p>			
1. TOTAL SCHEDULED PAYMENT (as per Part H or K approved payment schedule) * <input style="width: 50%;" type="text" value="\$"/>			
2. Non-reimbursable Amount			
a. Administrative Expenses	<input style="width: 50%;" type="text" value="\$"/>		
b. Sale of Buildings and Land	<input style="width: 50%;" type="text" value="\$"/>		
c. Rental Income	<input style="width: 50%;" type="text" value="\$"/>		
d. Insurance Income	<input style="width: 50%;" type="text" value="\$"/>		
e. Adjustments (Use higher of Part H or K approval plus bank credit)	<input style="width: 50%;" type="text" value="\$"/>		
f. Escrow Account	<input style="width: 50%;" type="text" value="\$"/>		
g. Federal Subsidy (BAB, QSCB & QZAB)	<input style="width: 50%;" type="text" value="\$"/>		
h. Other, specify	<input style="width: 50%;" type="text" value="\$"/>	<input style="width: 80%;" type="text" value="Explain Other Amount here"/>	
i. Total Non-Reimbursable Amount	<input style="width: 50%;" type="text" value="\$ 0.00"/>		
3. Total Eligible Amount (Item 1 minus Item 2.i.)	<input style="width: 50%;" type="text" value="\$ 0.00"/>		
4. Reimbursable Percentage (Per Part H, J or K Approval Letter)	<input style="width: 50%;" type="text"/>		
5. Eligible Reimbursable Amount (Item 3 times Item 4)	<input style="width: 50%;" type="text" value="\$ 0.00"/>		
6. Applicable Aid Ratio (The greater of the Permanent Capital Account Reimbursement Fraction; minimum fraction (.5000) for Density; or Market Value Aid Ratio)	<input style="width: 50%;" type="text"/>		
7. Reimbursable Amount (Item 5 times Item 6)	<input style="width: 50%;" type="text" value="\$ 0.00"/>		
<small>The facilities financed under this lease number are being used for classroom activities, or for the originally approved purpose, or have been granted an exception by the Department of Education pursuant to Section 349.28 of the School Building Standards. I certify that the information provided above is true to the best of my knowledge.</small>			
Contact Person:* <input style="width: 20%;" type="text" value="--Select--"/>	<input style="width: 20%;" type="text"/>	Middle Initial: <input style="width: 20%;" type="text"/>	Last Name:* <input style="width: 20%;" type="text" value="--Select--"/>
Email address:* <input style="width: 20%;" type="text" value="eg. john@live.com"/>	Phone Number:* <input style="width: 20%;" type="text" value="eg. 123-456-7890"/>	Fax: <input style="width: 20%;" type="text" value="eg. 123-456-7890"/>	
Trustee or Paying Agent, Name:* <input style="width: 20%;" type="text"/>	Phone Number:* <input style="width: 20%;" type="text" value="eg. 123-456-7890"/>		
Select Trustee or Paying Agent document to Upload: <input style="width: 50%;" type="text" value="Browse... No file selected."/>			
loading...			
Enter New Note:			
<input style="width: 80%;" type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="View PDF"/> <input type="button" value="Cancel"/>			

Users must answer the two questions at the top of the form marked with red asterisks. As previously indicated, PDE-2071 may NOT be submitted until the PlanCon Part H (Part K, when refinancing) has been approved by PDE.

**Section 2 – Non-Reimbursable Amount:** Users should enter any adjustments to the scheduled payment for non-reimbursable expenses in “Section 2 – Non-Reimbursable Amount.”

- a. Administrative Expenses - As per lease or loan agreement.
- b. Sale of Buildings and Land - See BEC [24 P.S. § 7-707](#).
- c. Rental Income - See BEC [24 P.S. § 25-2574](#).
- d. Insurance Income - See Section [349.31](#) School Building Standards.
- e. Adjustments - Use the higher of Part H or K approval PLUS any bank credit from accrued interest and surplus funds less than \$10,000 from the closing (1st payment only).
- f. Escrow Account - An account comprised of government obligations enough to pay the principal and interest of the refunded bonds or notes.
- g. Federal Subsidy - Federal reimbursement of interest for Build America Bond (BAB), Qualified School Construction Bond (QSCB) and Qualified Zone Academy Bond (QZAB) financing. **Please Note:** For federal financing (QZAB, BABS, QSCB etc...) the scheduled payment amount that appears in the field will be the **net** amount (from the PDE approved schedule). Therefore, users should **not** enter their federal subsidy amount, those deductions have already been adjusted. Users should reference the updated payment schedule for the net period amount.
- h. Other, specify – please explain, i.e. sinking fund credit, cash on hand, interest earnings, accrued interest, etc.

**Section 6 – Aid Ratio** –This field will pre-populate, with the higher of the Market Value Aid Ratio, Capital Account Reimbursement Fraction (CARF) or Density Factor (if applicable). Please note the Market Value Aid Ratio changes yearly and sometimes during the year. The CARF and the Density Factor will remain the same.

**Section 7- Reimbursable Amount:** This field will pre-populate with the amount the LEA will be reimbursed based on the information provided.

Users must enter information for both the contact person and the Trustee/Paying Agent.

**Uploading Payment Verification Documentation** – PDE no longer requires that LEAs obtain the signature of a Trustee/Paying Agent on the PDE- 2071. Instead, users should upload a pdf document into the CFRS system confirming that they made a bond payment to the financial institution. Examples of acceptable documents include: (1) a scanned copy of an email from the financial institution to the LEA confirming the payment (payment amount and date must be displayed) via ACH (Automated Clearing House), (2) a copy of the invoice from the financial institution and proof of payment from the LEA's monthly financial statement. If multiple payments are listed on the financial statement, please indicate which line(s) encompass the total payment. If the payment indicated is a combination payment, please provide a breakdown of all payments included in the combination payment. **Please note that the paper PDE-2071's are obsolete and is not an acceptable form of proof of payment.** The LEA may contact PDE's Division of School Facilities at [RA-EDSFReimbursement@pa.gov](mailto:RA-EDSFReimbursement@pa.gov) for guidance on other

acceptable forms of documentation prior to submitting the PDE-2071. The LEA **will not** be able to submit the PDE-2071 without uploading the necessary documentation.

**Cash Transactions** – No reimbursement will be paid until PlanCon Part J, Project Accounting Based on Final Costs, is submitted and approved by the Department unless otherwise approved by the Division of School Facilities. Since there is no Trustee/Paying Agent with cash transactions, users should do the following for the required fields:

- Trustee or Paying Agent, Name – Enter 'N/A'
- Phone Number, - Enter '123-456-7890'
- Select Trustee or Paying Agent document to Upload – upload a PDF document on school letterhead signed by the Superintendent or Business Manager, stating cash was paid and the amount paid.

**Saving the PDE-2071** - At any time the user may save the PDE-2071 submission by clicking on the "Save" button on the bottom of the form.

**Submitting a PDE- 2071 for Reimbursement:** Once the user inputs the data in Section 2, provides contact information, and uploads proof of LEA payment, they should click on the "Submit" button. This step will transfer the reimbursement request to PDE.

PDE staff will review the submitted PDE-2071 and either approve or return it. The returned PDE-2071 will show up when the user searches for existing PDE-2071s (see below "Searching for Existing PDE-2071s). In addition, an e-mail will be sent to the LEA contact alerting that the application has been returned.

The Uni-Pay is typically processed the 2<sup>nd</sup> Tuesday of each month. In order for LEA's to have their PDE-2071's processed with the latest Uni-Pay, PDE-2071's must be submitted by 12noon on the Friday before the Uni-Pay.

**Creating a New PDE-2071 for an AVTS/CTC:** Users should click the “Create New” button on the PDE-2071 Application Module landing page. The data entry form will appear. Once the user enters the PDE Lease #, the gray fields will automatically populate with the **earliest** outstanding payment for the PDE Lease # entered. However, unlike the form for a school district lease, it will include a button to permit the user to “Add Participating School Districts.”

Add/Edit PDE 2071			
LEA NAME:	Carbon Career & Technical Institute	AUN:	121131507
PDE Lease #:	<input type="text"/>	Year:	--Select--
		COUNTY:	Carbon
Amount of Issue, Note or Loan:	\$ <input type="text"/>	Scheduled Payment Date:	<input type="text"/>
Has this issue been refinanced or restructured since the last scheduled payment?*		<input type="radio"/> Yes <input type="radio"/> No	
If so, confirm that PlanCon Part K was completed and submitted to PDE and that you have received the PlanCon Part K approval letter; do not submit the PDE-2071 until you receive the PlanCon Part K approval letter from PDE.			
Is this the final payment on this issue?*		<input type="radio"/> Yes <input type="radio"/> No	
1. TOTAL SCHEDULED PAYMENT (as per Part H or K approved payment schedule) *	\$ <input type="text"/>		
<b>2. Non-reimbursable Amount</b>			
a. Administrative Expenses	\$	<input type="text"/>	
b. Sale of Buildings and Land	\$	<input type="text"/>	
c. Rental Income	\$	<input type="text"/>	
d. Insurance Income	\$	<input type="text"/>	
e. Adjustments (Use higher of Part H or K approval plus bank credit)	\$	<input type="text"/>	
f. Escrow Account	\$	<input type="text"/>	
g. Federal Subsidy (BAB, QSCB & QZAB)	\$	<input type="text"/>	
h. Other, specify	\$	<input type="text"/>	<input type="text" value="Explain Other Amount here"/>
i. Total Non-Reimbursable Amount	\$	<input type="text" value="0.00"/>	
3. Total Eligible Amount (Item 1 minus Item 2.i.)	\$	<input type="text" value="0.00"/>	
4. Reimbursable Percentage (Per Part H, J or K Approval Letter)	<input type="text"/>		
Participating School Districts			
<input type="button" value="Add Participating School District"/>			
<small>The facilities financed under this lease number are being used for classroom activities, or for the originally approved purpose, or have been granted an exception by the Department of Education pursuant to Section 349.28 of the School Building Standards. I certify that the information provided above is true to the best of my knowledge.</small>			
Contact Person:	--Select--	Middle Initial:	<input type="text"/>
	<input type="text"/>		Last Name:
			--Select--
Email address:	<input type="text" value="eg. john@live.com"/>	Phone Number:	<input type="text" value="eg. 123-456-7890"/>
		Fax:	<input type="text" value="eg. 123-456-7890"/>
Trustee or Paying Agent, Name:	<input type="text"/>	Phone Number:	<input type="text" value="eg. 123-456-7890"/>
Select Trustee or Paying Agent document to Upload:	<input type="button" value="Browse..."/> No file selected.		
loading...			
Enter New Note:			
<input type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="View PDF"/> <input type="button" value="Cancel"/>			

Once the user clicks the “Add Participating School District” button on the data entry form, the window below will appear.

The screenshot shows a window titled "Participating School District Info" with a close button in the top right corner. The window contains the following fields:

- 8. School District AUN\*: An empty text input field.
- 9. Market Value: A greyed-out field with a dollar sign icon.
- 10. Proportion of Market Value ( District's M.V. / TOTAL)\*: An empty text input field.
- 11. Prorated Share of Total Payment (Total Scheduled Payment times Item 11): A greyed-out field with a dollar sign icon and the value 0.00.
- 12. Total Non-Reimbursable Amount (Item 2.i. times Item 11): A greyed-out field with a dollar sign icon and the value 0.00.
- 13. Net Share (Item 12 minus Item 13): A greyed-out field with a dollar sign icon and the value 0.00.
- 14. Eligible Reimbursable Amount (Item 14 times Reimbursable Percentage): A greyed-out field with a dollar sign icon and the value 0.00.
- 15. Applicable Aid Ratio (For an AVTS or a CTC, the greater of the minimum fraction (.5000) or Market Value Aid Ratio. For a Special School or jointure, the greater of CARE, Density or Market Value Aid Ratio.): A greyed-out field.
- 16. Reimbursable Amount (Item 15 times Item 16)\*: A greyed-out field with a dollar sign icon and the value 0.00.

At the bottom of the window are two buttons: "Save Participating District Details" and "Close".

Users should then add the participating school district information. Users should enter the AUN for each participating school district in field 8. As they do so, the applicable districts will appear in a drop-down menu, as shown below.

This screenshot shows the same "Participating School District Info" window, but with field 8 populated. The input field for "8. School District AUN\*" now contains the value "123". A dropdown menu is open below this field, listing several school districts with their corresponding AUNs:

- 123465303 (Methacton SD)
- 123465702 (North Penn SD)
- 123466103 (Perkiomen Valley SD)
- 123467103 (Souderton Area SD)
- 123469303 (Wissahickon SD)

The other fields (9-16) remain greyed out with their respective values or icons. The "Save Participating District Details" and "Close" buttons are still visible at the bottom.

Users should also enter the corresponding “Proportion of Market Value,” in decimal form (up to six decimal places) for the participating school district in field 10. The highlighted fields above will self-populate. When the user has entered the participating school district data, they should save it by clicking on the “Save Participating District Details” button as shown below.

Once the user clicks the “Save Participating District Details” button, the system will return to the PDE-2071 data entry screen and the new information will appear under “Participating School Districts.” Users should repeat this process until all the participating school districts have been added.

Participating School Districts			
Related LEA	Market Value Proportion	Deleted	Action
119351303 (Carbondale Area SD)	25.2500000	False	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Participating School District](#)

As with the school district PDE-2071, once users input the required information on the form they should click the ‘Submit’ button at the bottom of the PDE-2071.

**Searching for an Existing PDE-2071:** To find a specific PDE-2071, users should start at the PDE-2071 Application Module landing page. They may search by either Lease # or Unipay Date. Users need to enter one of those two pieces of data in the fields provided and then click the “Search” button. The list of scheduled payments will come up as shown in the screen shot below.

**PDE 2071**

Lease #:

Unipay Date:

Search
Clear
Start New 2071

Fiscal Year	Lease Number	Total Scheduled Payment	Schedule Payment Date	Amount	Payment Date	Status	Action
2018-2019	152468	\$71,270.00	03/01/2019	\$5,519.35	04/30/2019	Approved	<a href="#">View</a>
2018-2019	154519	\$156,381.25	03/01/2019	\$10,645.25	04/30/2019	Approved	<a href="#">View</a>
2018-2019	153519	\$136,181.88	03/01/2019	\$9,287.39	04/30/2019	Approved	<a href="#">View</a>
2018-2019	153240	\$46,163.75	03/01/2019	\$4,347.09	04/30/2019	Approved	<a href="#">View</a>

Total Record(s) : 4

## Search Page Definitions

**Fiscal Year** - The Commonwealth fiscal year in which the payment is scheduled.

**Lease Number** – The lease number of the bond for which reimbursement can be requested.

**Total Scheduled Payment** – The applicable payment the LEA is making to the financing authority from the debt service schedule approved by PDE.

**Scheduled Payment Date** – The scheduled payment date according to the debt service schedule approved by PDE.

**Amount** – Eligible reimbursement amount from line 7 of the PDE-2071. This data will pre-populate once the payment information has been imported into the Financial Accounting Information (FAI) System.

**Payment Date** – The date the reimbursement was actually paid to the LEA. This data will pre-populate once the payment information has been imported into the FAI System.

**Status** – The state of the scheduled payment in the CFRS system. It can either be in started, submitted, returned or approved status.

**Action** – What the LEA can do to the scheduled payment, i.e. either view it or edit it.

## Appendix

LEA NAME: Enter the complete name of the school district, area vocational technical school (AVTS), or career and technical center (CTC).

PDE LEASE #: This number can be found on the PlanCon Part H, Part J, or Part K approval letter received from PDE. Some confusion may occur with this field when a bond issue, note or loan is being refinanced. DO NOT submit the application until the PDE Part K approval letter has been issued.

COUNTY: Enter the county name in which the school district, AVTS, CTC, or special school is located.

AUN: The nine digit number (Administrative Unit Number) assigned to LEAs by PDE for identification purposes.

AMOUNT OF ISSUE, NOTE OR LOAN: Record the total bond issue, note or loan amount.

SCHEDULED PAYMENT DATE: Record the scheduled payment date according to the payment schedule approved by PDE.

1. TOTAL SCHEDULED PAYMENT: The amount reported on this line MUST AGREE with the payment schedule approved by PDE for the applicable payment date.

2. NON-REIMBURSABLE AMOUNT:

a. Administrative Expenses - As per lease or loan agreement.

b. Sale of Buildings and Land - See BEC [24 P.S. § 7-707](#).

c. Rental Income - See BEC [24 P.S. § 25-2574](#).

d. Insurance Income - See Section [349.31](#) School Building Standards.

e. Adjustments - Use the higher of Part H or K approval PLUS any bank credit from accrued interest and surplus funds less than \$10,000 from the closing (1st payment only).

f. Escrow Account - An account comprised of government obligations sufficient to pay principal and interest of refunded bonds or notes.

g. Federal Subsidy - Federal reimbursement of interest for Build America Bond (BAB), Qualified School Construction Bond (QSCB) and Qualified Zone Academy Bond (QZAB) financing.

**Please Note:** For federal financing (QZAB, BABS, QSCB etc...) the scheduled payment amount that appears in the field will be the **net** amount (from the PDE approved schedule). Therefore, users should **not** enter their federal subsidy amount, those deductions have already been adjusted. Users should reference the updated payment schedule for the net period amount.

h. Other, specify – Explain.

i. Total Non-Reimbursable Amount – Sum of Items a through h.

3. **TOTAL ELIGIBLE AMOUNT:** Total scheduled payment (Item 1) minus total non-reimbursable amount (Item 2.h.).
4. **REIMBURSABLE PERCENTAGE:** This pre-populated field will be the percentage per the Part H, J, or K PDE Approval Letter. If completing an application on a refinanced bond issue, note or loan that has NOT received approval, DO NOT submit the PDE-2071 application.
5. **ELIGIBLE REIMBURSEMENT AMOUNT:** Total eligible amount (Item 3) times reimbursable percentage (Item 4).
6. **APPLICABLE AID RATIO:** Uses the HIGHER of the Market Value Aid Ratio, Capital Account Reimbursement Fraction (CARF) or Density (if applicable). The Market Value Aid Ratio changes yearly and SOMETIMES DURING THE YEAR; CARF and Density will remain the same.
7. **REIMBURSABLE AMOUNT:** Eligible reimbursement amount (Item 5) times applicable aid ratio (Item 6). This field will pre-populate with the amount the LEA will be reimbursed based on the information provided.

## **FOR AREA VOCATIONAL TECHNICAL SCHOOL (AVTS) , CAREER AND TECHNICAL CENTER (CTC) AND SPECIAL SCHOOL (SS) USE**

If an exception has been granted by PDE, please use the approved proration method to complete the following.

8. **SCHOOL DISTRICTS:** The vocational technical school, career or technical center member school districts.
10. **MARKET VALUE:** The school district's market value, as certified June 30 of the preceding school year.
11. **PROPORTION OF MARKET VALUE:** This percentage is calculated by dividing the school district market value by the total market value of all member school districts. The calculated percentage should be carried four (6) decimal places and must total 100%. If the percentages for the member school districts, when totaled, exceed 100%, adjust the percentage of the school district with the largest aid ratio; if less than 100%, adjust the percentage of the school district with the smallest aid ratio.
12. **PRORATED SHARE OF THE TOTAL PAYMENT:** Total scheduled payment times proportion of market value (Item 11).
13. **TOTAL NON-REIMBURSABLE AMOUNT:** Total non-reimbursable amount (Item 2. h.) times proportion of market value (Item 11).

14. NET SHARE: Prorated share of total payment (Item 12) minus total non-reimbursable amount (Item 13).

15. ELIGIBLE REIMBURSABLE AMOUNT: Net share (Item 14) times reimbursable percentage (Item 4).

16. APPLICABLE AID RATIO: For an AVTS or a CTC, the greater of the minimum fraction (.5000) or Market Value Aid Ratio. For a special school or jointure, the greater of the CARF, Density (if applicable) or Market Value Aid Ratio.

17. REIMBURSABLE AMOUNT: Eligible reimbursable amount (Item 15) times applicable aid ratio (Item 16).