


PROJECT UNDERWRITING CHECKLIST

PLEASE COMPLETE INFORMATION BELOW AND EMAIL TO GERRI@SCHOOLDEVELOPERS.COM

www.SchoolDevelopers.com
 CONTACT:
 781-4SCHOOL
 781-472-4665



A. CHARTER INFO	Comment
1. Name of authorizer and key personnel at authorizer	Please provide name, title and contact information.
2. Final charter application, exhibits, and amendments	Include authorizer comments/transcripts from interviews and public hearings
3. Charter approval letter	
4. Executed charter contract	
5. Any other authorizer correspondence in the past 36 months relative to charter approval/renewal	As related to fiscal-, operational-, or academic performance
B. OPERATIONAL MATERIAL	
1. Enrollment count by grade (include date); number of "letters of interest" by grade; wait list totals by grade	
2. Description of academic program and classroom delivery methods	Keep to one page, each
3. Summary of academic performance plan and quantitative goals with dates	Keep to one page
4. Demonstration of need for school including data on quality, size and location of competition	Keep to one page
5. Statement of your realistic "catchment" or draw area	Explain where your clients come from (area should be reflected in row above)
6. Summary of enrollment, marketing, and public relations plan	Include dates and goals (one to three pages)
7. Detailed recruitment plan for school leader and academic leader (if different)	Include dates and goals
8. Detailed school leader succession plan	
9. If named or hired: School leader and academic leader (if different) criminal record background check; bio/resume/cv; and academic credentials	Copies of transcripts and certificates
10. Summary of potential, contingent, back-up facility option(s) for short-term or one-year occupancy	This is a facility Plan B (one page); include potential addresses and costs
C. FINANCIAL MATERIAL	
1. Summary of internal controls	Policies and procedures in place to prevent misuse of funds (one page)
2. Board-approved fiscal policies	
3. Pro forma	5-year revenue and expense budgets tied to enrollment and staffing counts (Excel document)
4. Formulas used to arrive at per-pupil revenue and other funding amounts	Please include student "count day" information that contributes to revenue timing and amounts, e.g. October 1st, 40 day, 100 day, etc.
5. Estimated free and reduced lunch data	Student counts, percent of enrollment, and gross dollar amounts anticipated by year (one page)

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C. FINANCIAL MATERIAL - continued	
6. Description and amounts of (a) grants received, (b) grants applied for, and (c) grants for which you expect to apply	Keep to one page
7. Explanation of revenue flow, including any authorizer fees, intercepts, or control by others	How and when do you receive your money? Who else touches it before you get it? (one page)
8. Contact information and contracts for financial services-, HR-, and benefits provider	If applicable
9. Summary of existing loans or obligations	Keep to one page
D. BOARD AND CORPORATE MATERIAL	
1. Certificate of Incorporation	
2. Articles of Incorporation	
3. Corporation Bylaws	
4. Tax ID number/EIN	
5. Documentation of 501(c)3 status or application for status	If applicable to your state
6. Summary of legal actions filed by or against the school board and individual board members in the past 5 years	
7. Board member resumes as summary narrative	200 words maximum each
8. Summary of board seat terms, rotation, and method of attaining a board seat	
9. Summary of business or family relationships among founders, board, vendors or proposed vendors (including management companies), affiliated foundations, staff, and anticipated staff including school leader or anticipated school leader	Keep to one page
10. Board's professional development plan & board meeting schedule	
11. Board approved minutes from two most recent board meetings	
12. Insurance certificate(s); Insurance agent contact information	
E. MANAGEMENT ORGANIZATION (EMO/CMO)	
ONLY IF APPLICABLE TO YOUR SITUATION	
1. Name and key contact personnel at EMO/CMO	
2. Copy of executed contract or proposed contract and all exhibits, amendments, etc.	
F. REAL ESTATE MATERIAL	
ONLY IF APPLICABLE TO YOUR SITUATION	
1. Any real estate flyers and addresses for properties the school is considering	
2. Purchase agreement(s) or offer letters executed by the school for real estate	
3. Excel sheet listing property due diligence the school undertook: costs, paid and unpaid, ordered or complete	
4. Copies of any due diligence material (reports, studies) the school or consultants have completed	
5. Certificate of Insurance for property	Please include the premium costs