

OPSB's Spring 2018 Facilities Siting Application Process



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Process Timeline

June 7	•Available Schools Announced
June 8 - June 20	•Walk throughs of the facilities scheduled in conjunction with OPSB, Prospective applicant, and current occupant.
June 21	•Applications due by noon
June 21 - July 16	•Based on number of applicants announcements will be made on a rolling basis

Eligibility to Apply

- Organizations with approved charters that have not yet been activated, or organizations currently in operation who need a different facility either for long-term or short-term use.
- Organizations without an approved charter are not permitted to apply through this process.
- School Leaders of OPSB direct operated schools are eligible to apply on behalf of their school through this process.
- The majority of the facility space must be used for the explicit purpose of educating students.

Available Facilities

OPSB has identified the following buildings for availability to be sited via the siting process. A list of definitions follows the table to assist applicants.

Site	Long Term	Short Term	Lease Type	Available Starting*	FCI	2011 Master Plan Investment Type	Program Capacity
Allen	X		A	2021-22	52%	Refurbishment	598
Banneker	X	X	B	Dec 2018	60%	Stabilized	490
Current Edna Karr (Huntlee)		X	B	2021-22	59%		930
Former Habans (Herschel)		X	B	2019-20	71%	None	410
McDonogh 28	X	X	B	2019-20	56%	Refurbished	506

*Availability Starting dates reflect our current understanding based on facility construction timelines. These dates are subject to change due to construction timelines and other needs.

Organizations interested in walking through a facility should contact tlambert@opsb.us to schedule an appointment.

Definitions

- Short term siting: Schools designated for short term siting are available to meet a temporary need or an expansion to serve additional students. This option should be used when the operator has a specific date at which they will no longer need the facility.
- Long term siting:
 - Type A Lease: Schools with an FCI < 55.
 - Type B Lease: Schools with an FCI ≥ 55 – [Lease Template Available Here](#)
 - OPSB will not invest any money into Type B facilities.
 - Operators will be fully liable for repairs, maintenance, and capital investment.
 - Type B leases will allow for extended lease terms to be negotiated with OPSB upon assignment to allow for private investment.
- Program Capacity: our calculation of number of students who can be served comfortably in the building
- Investment Type:
 - Reno/New: A school that is fully renovated (demolition to the structure and with interior and exterior walls, all systems, etc., built new) plus a significant addition. Sophie B. Wright was a renovation plus the construction of a new gymnasium.
 - Refurbished: One or more major systems (HVAC, roof, windows, etc.) had some amount of repair or replacement. An example would be Bethune on Eagle St.
 - Stabilized: The building was repaired so that it could be occupied. For example, a roof would be repaired, not replaced in a stabilization project. An example would be Tureaud ES.
 - No Project: No work was done as the result of the Master Plan. An example would be the Old Habans on Herschel St.

Facilities Siting Application

Applicants should submit the application as a single PDF document including all attachments via email to tlambert@opsb.us by 12:00 pm Thursday, June 21.

Please complete a separate application for each site you wish to operate.

- 1) Site Name
 - a. If applying for multiple sites, rank order the sites from most preferred to least preferred.
- 2) Please include your school’s enrollment plans in the following table

	Grade Level			Number of Students		
	Year 1:	Year 2:	Year 3:	Year 4:	Year 5:	Year at Capacity:
Pre-K						
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
PLANNED ENROLLMENT						
MAXIMUM ENROLLMENT						

- 3) Why do you need this facility? What other options have you explored? At what point will you be required to leave your current building, or need this space?
- 4) Explain how this move or location would impact the community within which you are applying to be located as well as the students currently enrolled (or who intend to enroll) in your school. Please provide any of the following if applicable:
 - a. Evidence of community support for your siting to this location
 - b. A schedule of community engagement activities that your organization intends to, or has made, in the school community
 - c. % of currently enrolled students living in the same geographic zone (catchment) as the new school and/or artifacts supporting students from the geographic zone (catchment) seeking to enroll in your school
- 5) How does your school’s siting to a facility align to OPSB’s strategic priorities or the [OPSB School and Program Development Priorities](#)
- 6) Describe any commitments you plan to make to improve the facility.

Certification

I certify that I have the authority to submit this application and that all information contained herein is complete and accurate. I recognize that any misrepresentation could result in disqualification from the application process or revocation after approval. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the organization.

Lead Official's Signature (CEO or Designee)

Date

Print Name & Title of CEO or Designee

Authorized Governing Board Representative (Board Chair or Designee) Signature

Date

Print Name & Title Governing Board Representative (Board Chair or Designee)

Evaluation Rubric

Criteria	Points	Description
Facility Need	Tiered ranking system (0, 10, 20, 30)	<ul style="list-style-type: none"> • Evaluated based on facility need as articulated in application • Evaluated based on likelihood of availability of another facility • For swing space: evaluated based on proximity to long-term location and is this assignment necessary in order to meet a facility obligation?
Citywide Enrollment Needs	0 - 20	<ul style="list-style-type: none"> • Strategic Citywide enrollment needs will be considered.
Proximity for Students & Community Support	Tiered ranking system (0, 10, 20, 30)	<ul style="list-style-type: none"> • If applicable, evaluated based on facility proximity to current student population • If applicable, evaluated based on letters of support from neighborhood organizations, businesses, and neighbors • Examples of community outreach exhibited by the school will also be considered • For applicants not currently operating evidence of demand for your school by students who live in the zone will be evaluated
Commitment to Improvements	Tiered ranking system (0, 10, 20)	<ul style="list-style-type: none"> • Any stated commitments to repair the specific facility will be considered and evaluated
Utilization	Tiered ranking system (0, 10, 20)	<ul style="list-style-type: none"> • Current enrollment and/or future enrollment vs. program capacity will be considered and evaluated
Strategic Priority	0 – 20	<ul style="list-style-type: none"> • Strategic priority of academic program shall be considered and evaluated

In the event of a tie, OPSB will use its best judgement to ensure our facility resources are used in the most efficient and strategic way possible.