

LEA Application

Please complete the fields below on pages 4-6 that are highlighted for response and submit to Jessica Kjar, USB E CARES Administrative Secretary (jessica.kjar@schools.utah.gov) for review and approval:

<p>Legal Name: (e.g., North Sanpete School District)</p> <p>Gateway Preparatory Academy</p>
<p>Contact Information for LEA Representative</p> <p>Name: Andrew Burt</p> <p>Position & Office: Director</p> <p>Address: 201 E Thoroughbred Way Enoch UT 84721</p> <p>Telephone: 435-867-5558 x 306</p> <p>Email address: andrewburt@gpacharter.org</p>

PROPOSED USE OF FUNDS for CAPITAL EXPENDITURE

Each LEA must submit a letter on LEA letterhead that addresses the following requirements. Additional documentation may be submitted in a Google Drive that has public access rights to USB E.

Letter with the following (must be on LEA letterhead):

1. Project Description Requirement:

- A description of at least 2-3 paragraphs describing the overall project, how the project is necessary due to COVID-19 response, how the project will support the LEA in achieving their goals, and provide details in regard to the projects implementation.

2. Project Timeline within the 34.CFR.75.707 full project must be completed by September 30, 2024:

- Monthly milestones related to the project procurement, implementation, and completion date.
- Projected draw-down amounts and dates related to the milestones
- Note: All projects must be completed no later than September 30, 2024 to be eligible for reimbursement through the ARP ESSER COVID-19 relief funds.

3. Expected Budget:

- Use the state budget table for expense alignment

Proposed Budget				
Description	Funding Requested – FY2022	Funding Requested – FY2023	Funding Requested – FY2024	Funding Requested – FY2025 concluding by September 30, 2024
A.(100) Salaries				
B (200) Employee Benefits				
C. (300) Purchased Professional & Technical Services				
D. (400) Purchased Property Services				
E. (500) Other Purchased Services				
F. (580) Travel				
G.(600) Supplies/Materials				
H. (800) Other (Exclude Audit Costs)				
I. TOTAL DIRECT COSTS (Lines A through H)				
J. (800) Other (Audit Costs)				
K. Indirect Costs				
L. Property (includes equipment)				
M. TOTAL (Lines I through L)				

- Requires a budget narrative to outline expenditures, specifically referencing any items over \$5,000.00

4. Alignment to the Allowable [ARP ESSER Use Cases](#) for Funding Stream:

- Narrative that describes how the project aligns with the specific federal allowable use case in response to COVID-19.

5. LEA procurement policy:

- A link/reference and description of the LEA procurement policy that is guiding the procurement efforts related to this project.

- Requirement for documentation that the LEA procurement policy has been followed. (Ex. Evidence of the bids for service in alignment with LEA policy, etc.)

6. Davis Bacon Compliance Responsibilities of LEA:

- LEAs must adhere to the Davis Bacon requirements, including but not limited to the expectation that work is paid at the federal level prevailing wage by the contractors involved in the project. Additional information for LEA review may be found: <https://www.dol.gov/agencies/whd/government-contracts/construction>
- Narrative description of assurance as well as actions taken by the LEA to meet this requirement.

7. USBE Construction Approvals Process for anything that requires a building code inspection per the international building code 2018, it must be reported to USBE and go through the articulated process to get a project number.

- The USBE website that details this process and provides the corresponding forms and guidance can be found at: [https://www.schools.utah.gov/financialoperations/formsapplications:](https://www.schools.utah.gov/financialoperations/formsapplications)
- LEAs must identify the school district building official or charter school board building officer
- Items that LEAs may need to complete, include, but are not limited to:
 - Preconstruction checklist/Simplified Form (dependent on the type and scope of project being completed)
 - SP-4/SP-4a
 - Monthly [SP8 construction inspections summary report](#)
- For inquiries specific to this process, LEAs should contact, USBE Construction and Facilities Specialist, Matt Barrett, matthew.barrett@schools.utah.gov