

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Finance and Internal Operations
Bureau of School Facilities**

INSTRUCTIONS

**FORM ED040L
APPLICATION FOR RESC LEASE REIMBURSEMENT
(Revised 05/09)**

If the space you lease in any facility is not all leased at the same rate per square foot, or if more than one type or use of space applies (see Item 6), a separate form ED040L must be submitted for each such rate, type or usage.

FACILITY INFORMATION

Provide the program/facility name and facility address as indicated.

Item # Instructions

- 1 If the space occupied under the terms of the lease was constructed with 100 percent state funding, the lease is not eligible for reimbursement.

ADDITIONAL FACILITY INFORMATION:

- 2 Indicate the town and county in which the leased facility is located.
- 3 Check the NO box if lease cost is based on full-time occupancy, whether or not you actually use the facility full-time.

Check the YES box if you use the facility less than full-time and the lease cost is pro-rated accordingly. Give explanation, e.g. "Pay for 2 days occupancy per week".

LEASE DATES AND SPACE USAGE:

- 4 Enter the beginning and ending dates for the total term of the lease. Do not include any optional renewal periods. If the lease term exceeds 20 years proceed no further; this lease is not eligible for a Chapter 173 grant.
- 5 Indicate beginning and ending dates of the period for which reimbursement is being sought. This period cannot exceed the bounds of a single state standard fiscal year of July 1 through June 30.
- 6 a. Indicate Type of space leased, regardless of the purpose for which you are using the space.
b. Indicate Use of space leased based upon the purpose for which the space is *actually* used.
Public Classroom includes any space within a public school facility owned and operated by a school district.
Office includes all leased space that is neither a classroom owned or operated by a public school district nor a warehouse.
c. Indicate anticipated program enrollment for the space. Provide actual program enrollment when certifying the prior year's data. Program enrollment for warehouse space should be zero.
- 7 Indicate the date of the most recent fire marshal inspection. No facility or portion thereof may be eligible for a grant unless the local fire marshal has declared the facility suitable for occupancy as a facility for use in furnishing educational programs and services. Such fire marshal inspection must be performed within the three years prior to space occupancy and the certification from the fire marshal must be filed with the State Department of Education. Appropriate certification forms may be obtained from the School Facilities Unit.
- 8 If the leased space is for an SDE approved interdistrict magnet program, indicate "Yes".

LEASE COST INFORMATION:

- 9 Provide the total number of square feet to be leased at facility during the lease period for which the grant is sought.
- 10 Eligible lease costs are limited to the net lease costs for the lease period for which a grant is sought. The total net lease costs for the grant period should be provided. If gross rents are reported, the costs for ineligible services (utilities, taxes, maintenance charges) also need to be provided as "Cost of Ineligible Services" (below).
- 11 Any federal funds or other state funds received towards the cost of this lease must be reported on this line.
- 12 If costs other than net lease costs were reported in total lease costs (above), identify costs for utilities, taxes, maintenance or other costs included in the lease which are above and beyond the basic cost per square foot. Enter the total of such costs on this line.
- 13 Total lease costs less federal/state grants less costs for ineligible services.

If you have any questions, please contact Michelle Dixon at Michelle.Dixon@ct.gov or 860-713-6477.