

Application: The Equity Project Charter School

Shelly Gupta - shelly.gupta@tepcharter.org
2021-2022 Annual Report

Entry 1 School Info and Cover Page

Completed - Jul 28 2022

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2022**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

EQUITY PROJECT CHARTER SCHOOL (THE) 800000061094

a1. Popular School Name

TEP Charter School

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

d. DISTRICT / CSD OF LOCATION

CSD # 6 - MANHATTAN

e. DATE OF INITIAL CHARTER

1/2008

f. DATE FIRST OPENED FOR INSTRUCTION

9/2009

c. School Unionized

Is your charter school unionized?

No

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The school's name – The Equity Project – emerges from the dual meaning of the word equity. Equity means the value of an investment. TEP is particularly interested in teacher equity, the value of teachers in student achievement. Equity also means fairness and equality. TEP is focused on providing students from low-income families with equal access to outstanding teachers as a means of achieving educational equity. Ultimately, TEP's mission is a synthesis of these ideas:

Teacher Level: TEP aims to re-imagine the teaching profession as a place in which teachers prioritize their own growth – as pedagogical experts, content specialists, intellectual seekers, and community leaders.

Student Level: TEP aims to achieve educational equity for students from low-income families by utilizing world-class teachers to maximize every student's academic and personal potential.

Societal Level: TEP aims to inspire others to effect positive systemic change by investing in teacher equity in the form of rigorous qualifications, redefined expectations, and revolutionary compensation.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	Using Master Teachers to serve at-risk students: To attract master teachers, TEP uses a three-pronged strategy that it terms the 3 R's: Rigorous Qualifications, Redefined Expectations, & Revolutionary Compensation; all master teachers earn a \$125K annual salary.
KDE 2	To provide a comprehensive and motivating educational experience, TEP students take a full academic program as well as daily instruction in music and physical education. TEP has competitive music and arts clubs and over a dozen athletic teams.
KDE 3	For tested grades, Student Achievement Reports (SARs) are used by all teachers to measure individual student progress towards the 3 to 4 most important learning outcomes for each subject and grade level. Assessment data is updated regularly & analyzed 3 times per year to drive instruction.
KDE 4	In the Early Childhood and Elementary grades, TEP utilizes the Core Knowledge Language Arts (CKLA) program, which incorporates the development of literacy skills in the content areas. In the Middle School, TEP students take 4 daily periods focused on Common Core literacy standards: small group reading, small group writing, social studies, and science. The integration of literacy skills across content areas promotes shared accountability in this area.
KDE 5	Each cohort has one dedicated bilingual Social Worker; this structure enables the Social Worker to build long-lasting relationships with students and their families and to focus on students' social/emotional development.
KDE 6	Each teacher spends time each week observing in the classroom of a partner teacher, followed by weekly debriefs of those observations. All TEP staff attend 3

	one-to-two week development institutes focused on data analysis and collaborative curricular planning.
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://tepcharter.org/>

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

1080

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

1065

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

Yes, 3 sites

EQUITY PROJECT CHARTER SCHOOL (THE) 800000061094

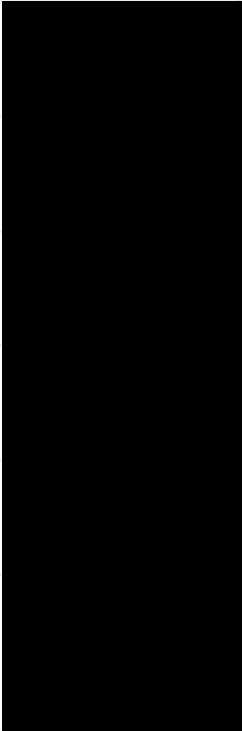
School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	549 Audubon Ave., Trailer 30 New York, NY 10040	(646) 254-6451	NYC CSD 6	2,3,4	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Casey Ash	Head of School	646-254-6451		casey.ash@tepc harter.org
Operational Leader	Aaron Villela	CEO	646-254-6451		aaron.villela@te pcharter.org
Compliance Contact	Aaron Villela	CEO	646-254-6451		aaron.villela@te pcharter.org
Complaint Contact	Aaron Villela	CEO	646-254-6451		aaron.villela@te pcharter.org
DASA Coordinator	Aaron Villela	CEO	646-254-6451		aaron.villela@te pcharter.org
Phone Contact for After Hours Emergencies	Aaron Villela	CEO	646-254-6451		aaron.villela@te pcharter.org

m1b. Is site 1 in public (co-located) space or in private space?

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1		No		No		Yes

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

TEP Charter School

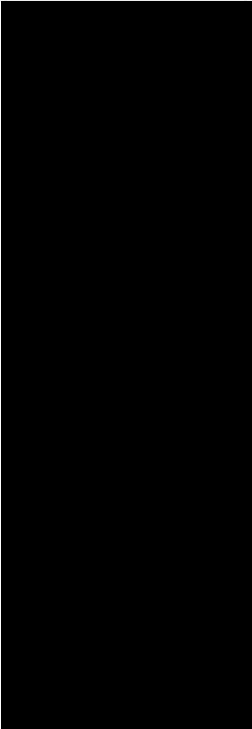
School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	4280 Broadway, 2nd Floor New York, NY 10033	212-328-1775	NYC CSD 6	K,1	K,1

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Casey Ash	Head of School	212-328-1775		casey.ash@tepc harter.org
Operational Leader	Aaron Villela	CEO	212-328-1775		aaron.villela@te pcharter.org
Compliance Contact	Aaron Villela	CEO	212-328-1775		aaron.villela@te pcharter.org
Complaint Contact	Aaron Villela	CEO	212-328-1775		aaron.villela@te pcharter.org
DASA Coordinator	Aaron Villela	CEO	212-328-1775		aaron.villela@te pcharter.org
Phone Contact for After Hours Emergencies	Aaron Villela	CEO	212-328-1775		aaron.villela@te pcharter.org

m2b. Is site 2 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

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- **If the fire inspection certificate expires after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022. Please note in the portal that this is the case**

Site 1 Certificate of Occupancy (COO)

[TEP_TCO_10_13_22.pdf](#)

Filename: TEP_TCO_10_13_22.pdf **Size:** 46.3 kB

Site 2 Fire Inspection Report

[Original copy_EC fire inspection.pdf](#)

Filename: Original copy EC fire inspection.pdf **Size:** 41.0 kB

EQUITY PROJECT CHARTER SCHOOL (THE) 800000061094

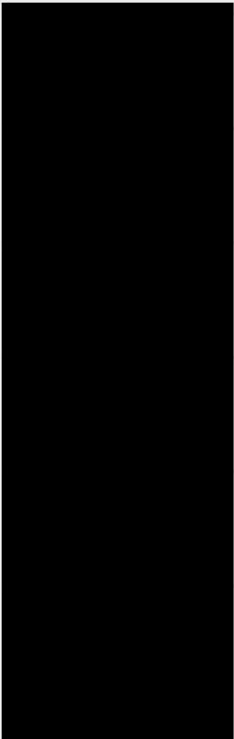
School Site 3

m3. SCHOOL SITES

Please provide information on site 3 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 3	153 Sherman Ave. New York, NY 10034	347-778-0601	NYC CSD 6	5,6,7,8	No

m3a. Please provide the contact information for Site 3.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Casey Ash	Head of School	347-778-0601		casey.ash@tepc harter.org
Operational Leader	Aaron Villela	CEO	347-778-0601		aaron.villela@te pcharter.org
Compliance Contact	Aaron Villela	CEO	347-778-0601		aaron.villela@te pcharter.org
Complaint Contact	Aaron Villela	CEO	347-778-0601		aaron.villela@te pcharter.org
DASA Coordinator	Aaron Villela	CEO	347-778-0601		aaron.villela@te pcharter.org
Phone Contact for After Hours Emergencies	Aaron Villela	CEO	347-778-0601		aaron.villela@te pcharter.org

m3b. Is site 3 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2022.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2022.**
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Site 1 Certificate of Occupancy (COO)

[153 Sherman Avenue_FINAL CO_122147765 DOB NOW 1064765-0000002_7.21.21.pdf](#)

Filename: 153 Sherman Avenue_FINAL CO_122147765_DOB NOW 1064765-0000002_7.21.21.pdf **Size:** 56.4 kB

Site 3 Fire Inspection Report

[2022-07-15_TEP-Charter-School_FireScan.pdf](#)

Filename: 2022-07-15_TEP-Charter-School_FireScan.pdf **Size:** 773.0 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Aaron Villela
Position	CEO
Phone/Extension	347-778-0601
Email	aaron.villela@tepcharter.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

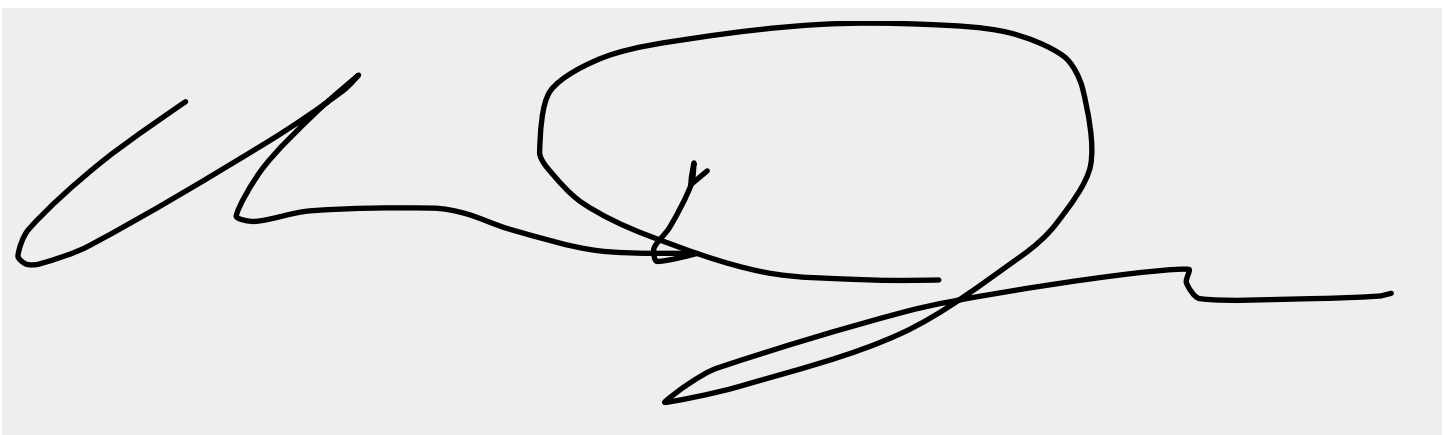
Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature starts with a large, stylized 'W' or 'V' shape, followed by a sharp peak, and then a long, horizontal, slightly wavy line that tapers off to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is highly stylized, featuring a large, rounded loop in the middle, a long horizontal line extending to the left, and a long, thin, sweeping line extending to the right.

Date

Jul 28 2022



Thank you.

Entry 3 Progress Toward Goals

Completed - Oct 31 2022

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

EQUITY PROJECT CHARTER SCHOOL (THE) 800000061094

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination must exceed such percentage for the Community School District (CSD) in which the school is located.	NYS 2022 ELA Exam	Met	
Academic Goal 2	For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State ELA examination must exceed such percentage for New York City.	NYS 2022 ELA Exam	Not Met	The school's overall proficiency on the 2022 NYS ELA Exam was 42%, in comparison to 49% for New York City. The school has implemented additional reading intervention supports both during and outside of the regular academic day to address this gap.
Academic Goal 3	For each year of the school's renewal charter term, the percentage of the	NYS 2022 Math Exam	Met	

	<p>school's students who score at or above Level 3 on the New York State Mathematics examination must exceed such percentage for the Community School District (CSD).</p>			
Academic Goal 4	<p>For each year of the school's renewal charter term, the percentage of the school's students who score at or above Level 3 on the New York State Mathematics examination must exceed such percentage for New York City.</p>	NYS 2022 Math Exam	Met	
Academic Goal 5	<p>Based on the proficiency rates on the New York State ELA examination, the school will demonstrate positive academic growth in each year of the charter term.</p>	NYS 2022 ELA Exam	Met	
Academic Goal 6	<p>Based on the proficiency rates on the New York State Mathematics examination, the school will demonstrate positive academic growth in each year of the charter term.</p>	NYS 2022 Math Exam	Not Met	<p>The school's Math proficiency rates, though still higher than NYC and CSD 6, dipped in 2022. This is largely due to the gaps incurred during the COVID-19 pandemic. The school has implemented robust tutoring and</p>

				intervention plans to address this drop.
Academic Goal 7	Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.	NYS 2022 ELA Exam	Met	
Academic Goal 8	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.	NYS 2022 ELA Exam	Met	
Academic Goal 9	Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the free or reduced price lunch program,	NYS 2022 ELA Exam	Met	

	<p>the school will demonstrate positive academic growth on New York State ELA examination proficiency rates for that applicable population in each year of the charter term.</p>			
Academic Goal 10	<p>Where the school has an eligible subgroup population (deemed as six or more students) of English language learners, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.</p>	NYS 2022 Math Exam	Not Met	<p>The school's Math proficiency rates, though still higher than NYC and CSD 6, dipped in 2022. This is largely due to the gaps incurred during the COVID-19 pandemic. The school has implemented robust tutoring and intervention plans to address this drop.</p>

2. Do have more academic goals to add?

Yes

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Where the school has an eligible subgroup population (deemed as six or more students) of students with disabilities, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.	NYS 2022 Math Exam	Not Met	The school's Math proficiency rates, though still higher than NYC and CSD 6, dipped in 2022. This is largely due to the gaps incurred during the COVID-19 pandemic. The school has implemented robust tutoring and intervention plans to address this drop.
Academic Goal 12	Where the school has an eligible subgroup population (deemed as six or more students) of students eligible for the free or reduced price lunch program, the school will demonstrate positive academic growth on New York State Math examination proficiency rates for that applicable population in each year of the charter term.	NYS 2022 Math Exam	Not Met	The school's Math proficiency rates, though still higher than NYC and CSD 6, dipped in 2022. This is largely due to the gaps incurred during the COVID-19 pandemic. The school has implemented robust tutoring and intervention plans to address this drop.

Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, the school self reported average daily student attendance rate shall meet or exceed the average daily attendance for the Community School District (CSD) of location for elementary and middle schools and the citywide average for high schools.	Data taken from the School Performance Dashboard: https://tools.nycenet.edu/dashboard/#dbn=84M430&report_type=EMS&view=City and https://infohub.nyced.org/reports/school-quality/information-and-data-overview/end-of-year-attendance-and-chronic-absenteeism-data . Data for TEP 2021-2022 calculated from TEP's Student Information System.	Met	
Org Goal 2	Each year, the percentage of students enrolled in ATS on 10/31 of a given school year that are enrolled in ATS on 10/31 the following school year will exceed the rate of the Community School District (CSD) of location for elementary and middle schools and	Data for all years taken from The Demographic Snapshot for 2021-22 produced by NYC DOE.	Met	

	the citywide average for high schools.			
Org Goal 3	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for English language learners.	Data for all years taken from The Demographic Snapshot for 2021-22 produced by NYC DOE.	Met	
Org Goal 4	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students with disabilities.	Data for all years taken from The Demographic Snapshot for 2021-22 produced by NYC DOE.	Met	
Org Goal 5	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students eligible for free and reduced price lunch.	Data taken from the School Quality Guide: https://tools.nycenet.edu/guide/2021/#dbn=84M430&report_type=EMS	Met	
Org Goal 6	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of parents that meets or exceeds citywide averages in Top 2 box responses (i.e.,	A total of 1049 families (approximately 97% of eligible families) completed the 2021-2022 Survey. Data taken from https://drive.google.com/file/d/1DsXmk_k82TAuniMtDhCI4PD83mRb95qT/view . *These results are currently embargoed	Met	

	<p>agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of parents participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p>	<p>but will be published to TEP's website once they are accessible to the public. For charter renewal purposes, TEP's survey results are solely accessible here.</p>		
Org Goal 7	<p>In each year of the charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. The school will have a percentage of staff that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of staff participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p>	<p>A total of 74 TEP staff members (approximately 90% of eligible TEP staff) completed the 2022 NYC School Survey results. Citywide averages were unavailable in the data provided. Data taken from https://drive.google.com/file/d/1DsXmk_k82TAuniMtDhCI4PD83mRb95qT/view. *These results are currently embargoed but will be published to TEP's website once they are accessible to the public. For charter renewal purposes, TEP's survey results are solely accessible here.</p>	Met	
Org Goal 8	<p>In each year of the charter term, students will express satisfaction with the school's program,</p>	<p>A total of 352 TEP students completed the 2022 NYC School Survey results. Citywide</p>	Met	

	<p>based on the NYC DOE School Survey. The school will have a percentage of students that meets or exceeds citywide averages in Top 2 box responses (i.e., agree/strongly agree, likely/very likely). The school will only have met this goal if at least 50% of students participate in the survey or if the school meets the reporting threshold for NYC DOE School Survey, whichever is higher.</p>	<p>averages were unavailable in the data provided. Data taken from https://drive.google.com/file/d/1DsXmk_k82TAuniMtDhCI4PD83mRb95qT/view. *These results are currently embargoed but will be published to TEP's website once they are accessible to the public. For charter renewal purposes, TEP's survey results are solely accessible here.</p>		
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, the school will maintain a stable cash flow as evidenced by having 60 days of unrestricted cash on hand reported in their yearly independent fiscal audit.	Independent Financial Audit. As demonstrated by TEP's audited financial statements, TEP maintained a stable cash flow for the period from July 1, 2021 to June 30, 2022.	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget. A budget will be considered "balanced" if revenues equal or exceed expenditures.	Independent Financial Audit. As demonstrated by TEP's audited financial statements, TEP maintained a balanced budget for the period from July 1, 2021 to June 30, 2022.	Met	
Financial Goal 3	Each year, the school will meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS. (This goal applies only to schools that are no longer "growing" grades within the current charter term.)	Independent financial audit. TEP maintained an average daily enrollment above 1057 students. This was within 98% of TEP's full student enrollment.	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 4 - Audited Financial Statements

Completed - Oct 31 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

[The Equity Project Charter School FST with Mgmt Ltr](#)

Filename: The_Equity_Project_Charter_School__0sS28Z7.pdf Size: 588.9 kB

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Oct 31 2022

[Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[TEP Audited Annual Financial Report Template FY22](#)

Filename: TEP_Audited_Annual_Financial_Repo_D5ms4e0.xlsx Size: 79.0 kB

Entry 4c – Additional Financial Documents

Completed - Oct 31 2022

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[The Equity Project Charter School Mgmt Ltr](#)

Filename: The_Equity_Project_Charter_School__4MsyJqq.pdf Size: 140.7 kB

[The Equity Project Charter School FST](#)

Filename: The_Equity_Project_Charter_School__FST.pdf Size: 454.0 kB

[TD Escrow Account 6306 Statement 2022-09-30](#)

Filename: TD_Escrow_Account_6306_Statement_2_2UepD3Y.pdf Size: 938.6 kB

Entry 4d - Financial Services Contact Information

Completed - Oct 31 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Shelly Gupta	shelly.gupta@tepcharter.org	646-254-6451

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Gus Saliba	[REDACTED]	[REDACTED]	5

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	N/A					

Entry 5 – Fiscal Year 2022-2023 Budget

Completed - Oct 31 2022

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[TEP FY23 Budget Board Approved To Share](#)

Filename: TEP_FY23_Budget_Board_Approved_To_Share.pdf Size: 1.2 MB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 28 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[Board of Trustees Disclosure of Financial Interest Forms](#)

Filename: Board_of_Trustees_Disclosure_of_Fi_IJ3p9Na.pdf Size: 423.9 kB

Entry 7 BOT Membership Table

Completed - Jul 29 2022

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

EQUITY PROJECT CHARTER SCHOOL (THE) 800000061094

Authorizer:

Who is the authorizer of your charter school?

NYCDOE

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	David Coleman		Chair	n/a	Yes	14	07/01/2021	6/13/2022	5 or less
2	Laura Tavormina		Vice Chair	Finance and Board Treasurer	Yes	14	07/01/2021	6/30/2022	10
3	Sean Juan		Secretary	n/a	Yes	6	07/01/2021	6/30/2022	12
4	Andrew Buher		Trustee/Member	n/a	Yes	6	07/01/2021	6/30/2022	12
5	Brooks Clark		Trustee/Member	n/a	Yes	10	07/01/2021	6/30/2022	8
6	Jennifer Mulhern		Trustee/Member	n/a	Yes	1	07/01/2021	6/30/2022	10
7									
8									
9									

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

- 1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2022	5
b.Total Number of Members Added During 2021-2022	1
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2021-2022

13

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

5

Total number of Voting Members added during the 2021-2022 school year:

1

Total number of Voting Members who departed during the 2021-2022 school year:

1

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

17

Total number of Non-Voting Members on June 30, 2022:

0

Total number of Non-Voting Members added during the 2021-2022 school year:

0

Total number of Non-Voting Members who departed during the 2021-2022 school year:

0

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

0

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 28 2022

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

2021-TEP-BOT-Meeting-Minutes 12 13-21

Filename: 2021-TEP-BOT-Meeting-Minutes_12_13-21.pdf Size: 138.3 kB

2022-TEP-BOT-Meeting-Minutes 02 07-22

Filename: 2022-TEP-BOT-Meeting-Minutes_02_07-22.pdf Size: 102.6 kB

2022-TEP-BOT-Meeting-Minutes 02 17-22

Filename: 2022-TEP-BOT-Meeting-Minutes_02_17-22.pdf Size: 101.4 kB

2021-TEP-BOT-Meeting-Minutes 08 16-21

Filename: 2021-TEP-BOT-Meeting-Minutes_08_16-21.pdf Size: 81.1 kB

2021-TEP-BOT-Meeting-Minutes 09 20-21

Filename: 2021-TEP-BOT-Meeting-Minutes_09_20-21.pdf Size: 104.4 kB

2022-TEP-BOT-Meeting-Minutes 03 14-22

Filename: 2022-TEP-BOT-Meeting-Minutes_03_14-22.pdf Size: 102.9 kB

2022-TEP-BOT-Meeting-Minutes 05 16-22

Filename: 2022-TEP-BOT-Meeting-Minutes_05_16-22.pdf Size: 103.5 kB

2022-TEP-BOT-Meeting-Minutes 01 10-22

Filename: 2022-TEP-BOT-Meeting-Minutes_01_10-22.pdf Size: 101.7 kB

2021-TEP-BOT-Meeting-Minutes 10 18-21 (002)

Filename: 2021-TEP-BOT-Meeting-Minutes_10_18-21_002.pdf Size: 126.3 kB

2021-TEP-BOT-Meeting-Minutes 11 15-21

Filename: 2021-TEP-BOT-Meeting-Minutes_11_15-21.pdf Size: 126.6 kB

[2022-TEP-BOT-Meeting-Minutes 04 11-22](#)

Filename: 2022-TEP-BOT-Meeting-Minutes_04_11-22.pdf Size: 102.4 kB

[2021-TEP-BOT-Meeting-Minutes 07 19-21](#)

Filename: 2021-TEP-BOT-Meeting-Minutes_07_19-21.pdf Size: 620.6 kB

[2022-TEP-BOT-Meeting-Minutes 06 13-22](#)

Filename: 2022-TEP-BOT-Meeting-Minutes_06_13-22.pdf Size: 122.3 kB

Entry 9 Enrollment & Retention

Completed - Jul 29 2022

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>As of the 21-22 school year, 90.3% of students enrolled at TEP qualified for free and reduced price lunch and were identified as economically disadvantaged. This rate was higher than that of TEP’s district, NYC CSD #6 (80.4%).</p> <p>This data is based on the most recently updated data from NYC DOE (from the most recent NYC DOE Demographic Snapshot).</p>	<p>As of the 21-22 school year, 90.3% of students enrolled at TEP qualified for free and reduced price lunch and were identified as economically disadvantaged. This rate was higher than that of TEP’s district, NYC CSD #6 (86%).</p> <p>TEP will maintain its current practices.</p>
English Language Learners	<p>As of the 20-21 school year, 23% of students enrolled at TEP were classified as ELLs. This rate was slightly lower than that of TEP’s district, NYC CSD #6 (24.1%).</p> <p>Source: NYSED's Student Information Repository System (SIRS)</p>	<p>TEP will maintain its current practices.</p> <p>TEP does not employ a set aside percentage for its Kindergarten cohort, as NYS students begin formal ELL assessment and classification in the Kindergarten year.</p> <p>TEP holds Open House events for prospective parents and families. From January through March of each year, TEP holds Open House events for new students and families of each incoming grade, which are publicized through postcard mailings to families of ALL rising Kindergarten students in Community School District 6. During each Open House event, a TEP school leader (e.g. Head of School) gives a presentation (with a Spanish translator) in which s/he encourages parents of English language learners to apply to the school, while specifically</p>

outlining the variety of supports TEP has in place for these students. Of note is that all of TEP’s Social Workers and core office staff are bilingual; in addition, many TEP teachers are bilingual. These staff members are available to meet with parents of prospective ELL students who express interest in learning more about how TEP can meet the particular needs of their child. To further support the enrollment process for ELL students and their families, all TEP application materials – including the student application, brochures, and letters—are in both English & Spanish and include a variety of information that emphasizes TEP’s unique curricular focus on language development, aimed at attracting parents of English Language Learners. An application brochure is mailed to families of ALL rising Kindergarten students in Community School District #6. In addition, parents of current TEP students assist TEP staff in posting recruitment fliers and distributing applications throughout the Washington Heights community. This year TEP’s roll out for larger marketing efforts included bilingual bus shelter ads across District 6 to continue to engage our community to offset challenges to recruitment posed by COVID19.

Students with Disabilities

As of the 2021-22 school year, 21.4% of students enrolled at TEP were classified as students with disabilities. This rate was higher than

TEP will maintain its current practices.
TEP is committed to serving all

of TEP's district,
NYC CSD #6 (20.7%).

This data is based on the most recently updated data from NYC DOE (from the most recent NYC DOE Demographic Snapshot).

students. Each year, TEP's Admissions Lottery process explicitly offers a preference for students with disabilities. With every new cohort that TEP enrolls, a percentage of the open seats are reserved for students with disabilities. This ensures that TEP enrolls comparable ratios of SPED students, as compared to its Community School District. While TEP's grade-level expansion unfolds, TEP will have 1 entering cohort in each Admissions Lottery – for students entering Kindergarten in the Fall.

Each year, TEP determines a percentage of open seats to reserve for students with IEPs (typically 17.5% for Kindergarten). Additionally, TEP holds Open House events for prospective parents and families. From January through March of each year, TEP holds 3 Open House events for each incoming grade, which are publicized through postcard mailings to families of ALL rising Kindergarten students in Community School District 6. During each Open House event, a TEP school leader (e.g. Head of School) gives a presentation (with a Spanish translator) in which he/she encourages parents of Special Education students to apply to the school, while specifically outlining the variety of supports TEP has in place for these students. Beyond the Open House events, TEP's Social Workers and Special Education faculty are available to meet with parents of prospective SPED students who express interest in learning more

about how TEP can meet the particular needs of their child. Lastly, TEP's Student Application form specifically encourages Special Education students to apply to TEP.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	TEP retained over 90% of students who qualified for free and reduced price lunch. This rate was significantly above that of TEP's CSD #6 (80.4%). This data is based on the most recently updated data from NYC DOE (from the most recent NYC DOE Demographic Snapshot).	TEP will maintain its current practices.
English Language Learners	TEP retained over 90% of ELL students. As of the 20-21 school year, 23% of students enrolled at TEP were classified as ELLs. This rate was slightly lower than that of TEP's district, NYC CSD #6 (24.1%). This data is based on the most recently updated data from NYC DOE (from the most recent NYC DOE Demographic Snapshot).	TEP will maintain its current practices.
Students with Disabilities	TEP retained over 90% of SPED students. As of the 2021-22 school year, 21.4% of students enrolled at TEP were classified as students with disabilities. This rate was higher than that of TEP's district, NYC CSD #6 (20.7%). This data is based on the most recently updated data from NYC DOE (from the most recent NYC DOE Demographic Snapshot).	TEP will maintain its current practices.

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 28 2022

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2022

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	
ii. Science	3
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	0
Total Category B: not to exceed 5	3.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	2.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	10

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	74

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	86

Thank you.



Entry 12 Organization Chart

Completed - Jul 28 2022

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

[2021-2022 Org Chart](#)

Filename: 2021-2022_Org_Chart.pdf Size: 92.3 kB

Entry 13 School Calendar

Completed - Jul 28 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... unless the school's charter requires more instructional time than is required under the regulations."

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[TEP Calendar 2022-23 STUDENTS](#)

Filename: TEP_Calendar_2022-23_STUDENTS.pdf Size: 94.4 kB

Entry 14 Links to Critical Documents on School Website

Completed - Jul 28 2022

[Instructions](#)

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);^[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

^[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: The Equity Project Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://tepcharter.org/public-info/
2. Board meeting notices, agendas and documents	https://tepcharter.org/public-info/
3. New York State School Report Card	https://tepcharter.org/public-info/
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://tepcharter.org/public-info/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	https://tepcharter.org/public-info/
6. Authorizer-approved FOIL Policy	https://tepcharter.org/public-info/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://tepcharter.org/public-info/

Thank you.



The Equity Project Charter School

Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2022 and 2021

The Equity Project Charter School
Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2022 and 2021

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Independent Auditors' Report

**To the Board of Trustees
The Equity Project Charter School**

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of The Equity Project Charter School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Equity Project Charter School as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of The Equity Project Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about The Equity Project Charter School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

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**To the Board of Trustees
The Equity Project Charter School**

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Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The Equity Project Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about The Equity Project Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2022, on our consideration of The Equity Project Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Equity Project Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Equity Project Charter School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
October 26, 2022

The Equity Project Charter School

Statements of Financial Position

	June 30,	
	2022	2021
ASSETS		
Current Assets		
Cash	\$ 3,285,509	\$ 2,565,690
Cash - reserves for facilities	1,015	190,013
Grants and contracts receivable	977,913	529,539
Contributions receivable	275,000	275,000
Prepaid expenses and other current assets	189,542	149,509
Due from related party	106,949	-
Total Current Assets	4,835,928	3,709,751
Property and equipment, net	3,016,733	3,751,307
Loan receivable	8,390,890	8,390,890
Restricted cash	75,201	75,163
Cash - interest reserve	330,000	330,000
Security deposit	132,613	132,613
	\$ 16,781,365	\$ 16,389,724
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 681,519	\$ 652,684
Accrued payroll and payroll taxes	1,261,794	1,189,849
Deferred rent, current portion	75,394	49,245
Due to related party	-	103,960
Refundable advances	108,827	56,834
Total Current Liabilities	2,127,534	2,052,572
Construction loan payable	-	500,000
Paycheck Protection Program loan payable	-	2,570,485
Deferred rent	388,590	463,984
Total Liabilities	2,516,124	5,587,041
Net Assets		
Without donor restrictions	13,990,241	10,527,683
With donor restrictions	275,000	275,000
Total Net Assets	14,265,241	10,802,683
	\$ 16,781,365	\$ 16,389,724

See notes to financial statements

The Equity Project Charter School

Statement of Activities Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
OPERATING REVENUE			
State and local per pupil operating revenue	\$ 21,095,486	\$ -	\$ 21,095,486
State and local per pupil facilities funding	871,629	-	871,629
Federal grants	2,931,713	-	2,931,713
Federal IDEA and E-Rate	387,364	-	387,364
State grants	103,538	-	103,538
Total Operating Revenue	25,389,730	-	25,389,730
EXPENSES			
Program Services			
Regular education	18,122,652	-	18,122,652
Special education	4,515,284	-	4,515,284
Total Program Services	22,637,936	-	22,637,936
Supporting Services			
Management and general	2,013,549	-	2,013,549
Fundraising	29,886	-	29,886
Total Expenses	24,681,371	-	24,681,371
Surplus from Operations	708,359	-	708,359
SUPPORT AND OTHER REVENUE			
Gain on forgiveness of Paycheck			
Protection Program loan	2,570,485	-	2,570,485
Capital campaign	25,150	-	25,150
Interest and other income	158,564	-	158,564
Total Support and Other Revenue	2,754,199	-	2,754,199
Change in Net Assets	3,462,558	-	3,462,558
NET ASSETS			
Beginning of year	10,527,683	275,000	10,802,683
End of year	\$ 13,990,241	\$ 275,000	\$ 14,265,241

See notes to financial statements

The Equity Project Charter School

Statement of Activities Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
OPERATING REVENUE			
State and local per pupil operating revenue	\$ 20,737,542	\$ -	\$ 20,737,542
State and local per pupil facilities funding	856,892	-	856,892
Federal grants	1,454,865	-	1,454,865
Federal IDEA and E-Rate	320,063	-	320,063
State grants	95,464	-	95,464
Total Operating Revenue	23,464,826	-	23,464,826
EXPENSES			
Program Services			
Regular education	17,007,515	-	17,007,515
Special education	4,310,065	-	4,310,065
Total Program Services	21,317,580	-	21,317,580
Supporting Services			
Management and general	1,723,230	-	1,723,230
Fundraising	33,036	-	33,036
Total Expenses	23,073,846	-	23,073,846
Surplus from Operations	390,980	-	390,980
SUPPORT AND OTHER REVENUE			
Capital campaign	32,600	-	32,600
Interest and other income	162,226	-	162,226
Net assets released from restrictions	525,000	(525,000)	-
Total Support and Other Revenue	719,826	(525,000)	194,826
Change in Net Assets	1,110,806	(525,000)	585,806
NET ASSETS			
Beginning of year	9,416,877	800,000	10,216,877
End of year	\$ 10,527,683	\$ 275,000	\$ 10,802,683

The Equity Project Charter School

Statement of Functional Expenses
Year Ended June 30, 2022

	No. of Positions	Program Services			Support Services		
		Regular Education	Special Education	Total	Management and General	Fundraising	Total
Personnel Services Costs:							
Administrative staff personnel	24	\$ 1,095,444	\$ 241,303	\$ 1,336,747	\$ 1,154,781	\$ 22,664	\$ 2,514,192
Instructional personnel	83	8,640,463	2,128,473	10,768,936	-	-	10,768,936
Non-instructional personnel	27	1,134,435	300,197	1,434,632	67,398	2,306	1,504,336
Total Personnel Services Costs	134	10,870,342	2,669,973	13,540,315	1,222,179	24,970	14,787,464
Fringe benefits and payroll taxes		1,757,895	431,773	2,189,668	197,644	4,038	2,391,350
Retirement		139,042	34,151	173,193	15,633	319	189,145
Accounting/audit services		-	-	-	49,000	-	49,000
Other purchased/professional/consulting services		240,836	63,621	304,457	99,151	141	403,749
Building and land rent/lease		1,712,932	420,730	2,133,662	196,524	-	2,330,186
Repairs and maintenance		185,633	45,595	231,228	21,298	-	252,526
Insurance		192,779	47,350	240,129	22,117	-	262,246
Utilities		187,583	46,074	233,657	21,521	-	255,178
Supplies/materials		258,497	76,236	334,733	-	-	334,733
Staff development		79,837	19,794	99,631	8,561	81	108,273
Marketing/recruitment		122,680	30,133	152,813	14,075	-	166,888
Technology		253,896	62,362	316,258	29,129	-	345,387
Food service		681,266	195,185	876,451	-	-	876,451
Student services		447,871	128,269	576,140	131	-	576,271
Office expense		193,508	47,530	241,038	21,864	337	263,239
Depreciation and amortization		773,866	190,077	963,943	88,785	-	1,052,728
Other		24,189	6,431	30,620	5,937	-	36,557
Total Expenses		\$ 18,122,652	\$ 4,515,284	\$ 22,637,936	\$ 2,013,549	\$ 29,886	\$ 24,681,371

The Equity Project Charter School

Statement of Functional Expenses
Year Ended June 30, 2021

	No. of Positions	Program Services			Support Services		Total
		Regular Education	Special Education	Total	Management and General	Fundraising	
Personnel Services Costs:							
Administrative staff personnel	26	\$ 1,180,828	\$ 275,033	\$ 1,455,861	\$ 1,002,846	\$ 26,490	\$ 2,485,197
Instructional personnel	90	8,388,177	2,123,582	10,511,759	-	-	10,511,759
Non-instructional personnel	25	971,944	256,860	1,228,804	59,409	1,114	1,289,327
Total Personnel Services Costs	141	10,540,949	2,655,475	13,196,424	1,062,255	27,604	14,286,283
Fringe benefits and payroll taxes		1,689,046	425,506	2,114,552	170,213	4,424	2,289,189
Retirement		216,750	54,604	271,354	21,843	568	293,765
Accounting/audit services		-	-	-	28,152	-	28,152
Other purchased/professional/consulting services		161,755	42,460	204,215	70,213	130	274,558
Building and land rent/lease		1,680,439	423,336	2,103,775	173,745	-	2,277,520
Repairs and maintenance		199,013	50,135	249,148	20,577	-	269,725
Insurance		165,819	41,773	207,592	17,145	-	224,737
Utilities		161,781	40,756	202,537	16,727	-	219,264
Supplies/materials		693,459	194,489	887,948	-	-	887,948
Staff development		41,719	10,644	52,363	3,711	56	56,130
Marketing/recruitment		99,846	25,153	124,999	10,323	-	135,322
Technology		256,499	64,617	321,116	26,520	-	347,636
Student services		141,613	39,258	180,871	106	-	180,977
Office expense		134,586	33,905	168,491	14,061	254	182,806
Depreciation and amortization		765,680	192,890	958,570	79,166	-	1,037,736
Other		58,561	15,064	73,625	8,473	-	82,098
Total Expenses		\$ 17,007,515	\$ 4,310,065	\$ 21,317,580	\$ 1,723,230	\$ 33,036	\$ 23,073,846

See notes to financial statements

The Equity Project Charter School

Statements of Cash Flows

	Year Ended June 30,	
	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 3,462,558	\$ 585,806
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	1,052,728	1,037,736
Gain on forgiveness of Paycheck Protection Program loan	(2,570,485)	-
Deferred rent	(49,245)	(23,857)
Loss on disposal of property and equipment	11,390	-
Changes in operating assets and liabilities		
Grants and contracts receivable	(448,374)	(52,109)
Contributions receivable	-	525,000
Prepaid expenses and other current assets	(40,033)	(16,464)
Due from related party	(106,949)	-
Accounts payable and accrued expenses	28,835	210,223
Accrued payroll and payroll taxes	71,945	(51,224)
Due to related party	(103,960)	40,825
Refundable advances	51,993	52,425
Net Cash from Operating Activities	1,360,403	2,308,361
CASH FLOWS FROM INVESTING ACTIVITY		
Purchases of property and equipment	(329,544)	(446,676)
CASH FLOWS FROM FINANCING ACTIVITY		
Payments on construction loan payable	(500,000)	(500,000)
Net Change in Cash and Restricted Cash	530,859	1,361,685
CASH AND RESTRICTED CASH		
Beginning of year	3,160,866	1,799,181
End of year	\$ 3,691,725	\$ 3,160,866
SUPPLEMENTARY CASH FLOW INFORMATION		
Cash paid during the year for interest	\$ -	\$ 57,136

See notes to financial statements

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

1. Organization and Tax Status

The Equity Project Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on January 15, 2008 to operate a Charter School pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on January 15, 2008 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The Board of Regents has extended the School's charter through June 30, 2023. The School's mission is focused on providing students from low-income families with equal access to outstanding teachers as a means of achieving educational equality. The School is uniquely focused on attracting and retaining master teachers. To do so, the School uses a three-pronged strategy of rigorous qualifications, redefined expectations, and revolutionary compensation.

Classes commenced in the Washington Heights neighborhood of New York City in September 2009 and the School provided education to approximately 1,057 students in grades kindergarten through eighth during the 2021-2022 academic year.

Beginning in September 2009, the School has been operating in transportable classroom units ("TCUs") located on the campus of a New York City public school. The School pays for its own security guards and for a portion of maintenance and custodial costs. The School does not pay annual rent. The School was unable to determine a value for the contributed space and did not record any value for the use of donated facilities. The School built a permanent facility in Inwood/Washington Heights and started middle school classes in the new facility in August 2019. During the year ended June 30, 2016, the School began leasing additional space for its early childhood location and classes commenced at the new facility in September 2016 (see Note 15).

Through December 31, 2020, The New York City Department of Education provided free lunches to kindergarten through fourth grade students, and through June 30, 2022, transportation was provided directly to a majority of the School's students. Such costs are not included in these financial statements. The School covers the cost of lunches for children not entitled to the free lunches.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

2. Summary of Significant Accounting Policies (*continued*)

Net Assets Presentation

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

Net assets without donor restrictions - consist of resources available for the general support of the School's operations. Net assets without donor restrictions may be used at the discretion of the School's management and/or the Board of Trustees.

Net assets with donor restrictions - represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Restricted Cash

Under the provisions of its Charter, the School was required to establish an escrow account of no less than \$70,000 to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

Under the terms of the New Markets Tax Credit financing, the School is required to maintain an interest reserve cash account in the amount of \$330,000.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows at June 30:

	<u>2022</u>	<u>2021</u>
Cash	\$ 3,285,509	\$ 2,565,690
Cash - reserves for facilities	1,015	190,013
Restricted cash	75,201	75,163
Cash-interest reserve	330,000	330,000
	<u>\$ 3,691,725</u>	<u>\$ 3,160,866</u>

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

2. Summary of Significant Accounting Policies (*continued*)

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$2,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset which is four to ten years. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Equipment	4 to 7 years
Furniture and fixtures	5 years
Software	4 and 5 years
Musical instruments	3 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2022 and 2021.

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

Revenue and Support

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as net assets with donor restrictions if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as net assets without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

2. Summary of Significant Accounting Policies (*continued*)

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred. Marketing and recruitment costs for the years ended June 30, 2022 and 2021 amounted to \$166,888 and \$135,322.

Measure of Operations

The statements of activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the School's ongoing services. Non-operating activities include revenue and support from gain on forgiveness of Paycheck Protection Program loan, non-governmental sources that include grants and contributions revenue, return on investments and other activities considered to be of a more non-recurring nature.

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2019.

Deferred Rent

The School records its rent in accordance with U.S. GAAP guidance whereby all rental payments, included fixed rent increases, are recognized on a straight-line basis as an offset to rent expense. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentive, is reflected in deferred rent in the accompanying financial statements.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 26, 2022.

3. Grants and Contracts Receivable

Grants and contracts receivable consists of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance and has determined that such an allowance is not necessary.

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

4. Contributions Receivable

Contributions receivable at June 30, 2022 and 2021 were \$275,000. The June 30, 2022 balance is due to be collected within one year. The School annually reviews contributions receivable for collectability and will write-off contributions deemed uncollectible. At June 30, 2022 and 2021, no allowance for doubtful accounts has been deemed necessary.

5. Property and Equipment

Property and equipment consists of the following as of June 30:

	<u>2022</u>	<u>2021</u>
Equipment	\$ 2,698,439	\$2,553,974
Furniture and fixtures	1,063,335	1,053,886
Software	303,412	284,572
Musical instruments	115,588	115,588
Leasehold improvements	<u>4,261,636</u>	<u>4,140,343</u>
	8,442,410	8,148,363
Accumulated depreciation and amortization	<u>(5,425,677)</u>	<u>(4,397,056)</u>
	<u>\$ 3,016,733</u>	<u>\$ 3,751,307</u>

During the year ended June 30, 2022, the School disposed of assets with a cost basis of \$35,497 and accumulated depreciation of \$24,107, resulting in a loss on disposal of \$11,390, which is reflected in the other expenses on the accompanying 2022 statement of functional expenses. There were no assets disposed during the year ended June 30, 2021.

6. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statements of financial position dates, are comprised of the following at June 30:

	<u>2022</u>	<u>2021</u>
Financial assets at year end:		
Cash	\$ 3,285,509	\$ 2,565,690
Cash - reserves for facilities	1,015	190,013
Grants and contracts receivable	977,913	529,539
Due from related party	106,949	-
Contributions receivable	<u>275,000</u>	<u>275,000</u>
Total Financial Assets	4,646,386	3,560,242
Less amounts unavailable for general expenditure:		
Net Assets with donor restrictions	<u>275,000</u>	<u>275,000</u>
	<u>\$ 4,371,386</u>	<u>\$ 3,285,242</u>

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

6. Liquidity and Availability of Financial Assets (continued)

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is held in money market accounts and other liquid instruments until it is required for operational use. The School will continue to rely on funding received from the New York City Department of Education to cover its future operating costs (see Note 13).

7. Loan Receivable

The School received funds through a capital campaign and proceeds were used by the School to make an \$8,390,890 loan to an investment fund on August 4, 2016. Interest only at the rate of 1.472% per annum is to be paid quarterly through October 1, 2023. Thereafter, through the note's maturity on July 1, 2044, interest at 1.472% per annum and principal payments are due quarterly in equal installments of \$117,503.

The investment fund used the loan proceeds, together with funds provided by the New Markets Tax Credit ("NMTC") Investor, to make an equity investment in an entity which then made three loans totaling \$12,400,000 to TEP Charter School Assistance, Inc, a related entity. These loans were made under the New Markets Tax Credit Program, a federally funded program to encourage community development.

The School and the 99.99% owner of the investment fund entered into a put/call option agreement whereby the owner has the option to sell its interest in the investment fund to the School for \$1,000 for a period of 180 days after the end of the NMTC compliance period. If the owner does not exercise its option, the School has the option to purchase the interest at its fair value as defined in the agreement.

8. Employee Benefit Plan

The School maintains a retirement plan qualified under Internal Revenue Code 403(b), for the benefit of its eligible employees. Under the plan, the School will match employee contributions up to 3% of annual compensation. The employer match was \$189,145 and \$293,765 for the years ended June 30, 2022 and 2021.

9. Construction Loan Payable

Construction loan payable at June 30, 2022 and 2021 consists of the following two construction loan notes:

	2022	2021
(a) Civic Charter Lender, Inc.	\$ -	\$ 322,625
(b) The New York Pooled PRI Fund	-	177,375
	<u>\$ -</u>	<u>\$ 500,000</u>

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

9. Construction Loan Payable (continued)

- (a) On June 5, 2017, the School entered into a \$1,000,000 construction loan payable for the purpose of financing the cost of renovations and build out of the early childhood facility. The loan was scheduled to mature on the earlier of 15 days after the School's fiscal year 2022 audit is finalized or December 15, 2022. The term of the loan may be extended for up to six months, at the sole discretion of the lender. Loan advances were made at the School's request through December 1, 2017. The loan shall be payable annually, within 15 days of receipt of the School's fiscal year end audited financial statements, starting with the June 30, 2019 fiscal year. Principal payments shall be equal to the lesser of 50% of the School's unrestricted cash in excess of one-twelfths of the total annual expenses as calculated in such audited financial statements or the amount required to reduce the outstanding principal balance of the loan to the amount listed in the amortization schedule of the agreement. Interest is payable on a quarterly basis at 5% per annum. There were principal payments of \$322,625 and \$402,375 made during the years ended June 30, 2022 and 2021.
- (b) On June 5, 2017, the School entered into a \$800,000 construction loan payable for the purpose of financing the cost of renovations and build out of the early childhood facility. The loan was scheduled to mature on the earlier of 15 days after the School's fiscal year 2022 audit is finalized or December 15, 2022. The term of the loan may be extended for up to six months, at the sole discretion of the lender. There were principal payments of \$177,375 and \$97,625 made during the years ended June 30, 2022 and 2021.

Interest expense was \$0 and \$57,136 for the years ended June 30, 2022 and 2021.

10. Related Party Transactions (not disclosed elsewhere)

The School is closely connected to TEP Charter School Assistance, Inc. ("TEPCSA"), a New York State not-for-profit corporation, an entity related by common management. The School and TEPCSA share certain expenses that are settled through intercompany payments. There were no material transactions for the years ended June 30, 2022 and 2021.

On August 4, 2016, the School entered into a facility lease agreement with TEPCSA, (see Note 15), to lease the land located at 153 Sherman Avenue, New York, New York.

At June 30, 2022, the balance due from TEPCSA amounted to \$106,949. At June 30, 2021 the balance due to TEPCSA amounted to \$103,960.

11. Net Assets with Donor Restrictions

Net assets with donor restrictions as of June 30, 2022 and 2021 consist of \$275,000 due to a time restriction. Net assets released from restrictions amounted to \$0 and \$525,000 the years ended June 30, 2022 and 2021.

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

12. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

13. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2022 and 2021, the School received approximately 83% and 88% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

14. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2022 and 2021, approximately \$3,200,000 and \$2,660,000 of cash was maintained with an institution in excess of FDIC limits.

15. Commitments

Facility Lease

On May 4, 2016, the School entered into an operating lease with Regents Associates to lease the second floor of a building located at 4280-98 Broadway in Washington Heights, New York. The lease term commenced on May 4, 2016 and expires on June 30, 2026, with no option to extend the lease. Under the terms of the lease, the School paid a security deposit in the amount of \$125,000. The School is responsible for real estate tax increases, utilities, custodial services, and maintenance. Beginning with the 2016-2017 academic year, the School began using this facility to operate its early childhood program.

The future minimum lease payments under the facility lease are as follows for the years ending June 30:

2023	\$	897,778
2024		924,711
2025		952,453
2026		978,580
	\$	<u>3,753,522</u>

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

15. Commitments (continued)

Facility Lease (continued)

On August 4, 2016, the School entered into a facility lease agreement (the “agreement”) with TEPCSA, a related party (see Note 10), to lease the land located at 153 Sherman Avenue, New York, New York on which TEPCSA constructed a six story building used by the School. To fund construction of the building, TEPCSA obtained a loan from a bank, payment of which is guaranteed by the School through assignment of rent payments to TEPCSA. The lease period is thirty years from commencement date of August 1, 2018.

The future minimum lease payments under this facility lease are as follows for the years ending June 30:

2023	\$ 1,532,000
2024	1,826,000
2025	1,826,000
2026	1,826,000
2027	1,826,000
Thereafter	<u>38,346,000</u>
	<u>\$ 47,182,000</u>

Rent expense under the TEPCSA lease was not straight-lined as annual rent payments are the same for the years ending June 30, 2020 through 2023. During the year ending June 30, 2023, TEPCSA intends to refinance the loan under new terms, therefore, rent payments starting with the year ending June 30, 2024 will be recalculated on a straight-line basis through expiration of the lease. The amounts in the table above are management’s best estimate of what the new lease terms will be.

Facilities expense under both leases was \$2,330,186 and \$2,277,520 for the years ended June 30, 2022 and 2021.

Equipment Rental

The School leases office equipment under non-cancelable lease agreements expiring at various dates through June 2027.

The future minimum lease payments under the equipment leases are as follows for the years ending June 30:

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

15. Commitments (continued)

Equipment Rental (continued)

2023	\$	45,582
2024		25,923
2025		17,904
2026		17,904
2027		2,984
	\$	<u>110,297</u>

Equipment rental expense was \$63,602 and \$50,884 for the years ended June 30, 2022 and 2021.

16. Paycheck Protection Program Loan Payable

On April 21, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act, from a qualified PPP lender, for an aggregate principal amount of \$2,570,485 (the "PPP Loan"). The PPP Loan bears interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, had a term of two years, and is unsecured and guaranteed by the U.S. Small Business Administration. The principal amount of the PPP Loan is subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds are used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School applied for full forgiveness of the PPP Loan with respect to these covered expenses.

On November 2, 2021, the PPP Loan was forgiven in full by the SBA. The loan forgiveness of \$2,570,485 is included in the accompanying 2022 statement of activities under gain on forgiveness of Paycheck Protection Program loan.

17. Risks and Uncertainties

The School's operations and financial performance may be affected by the recent COVID-19 outbreak which has spread globally and is expected to adversely affect economic conditions throughout the world. If the outbreak continues and conditions worsen, the School may experience a disruption in operations as well as a decline in revenue activities. Economic uncertainty is related to the potential reduction and/or delays in state and local per pupil operating revenue, shortfalls and variations in enrollment, and operational and other changes that could increase expenses. The outbreak may adversely affect the School's activities, financial condition, results of operations, and cash flows. Management is closely monitoring the impact of COVID-19 and believes the School is taking appropriate actions to mitigate the negative impact. However, management is unable to estimate the financial impact, if any, related to this matter.

* * * * *

The Equity Project Charter School

Uniform Guidance
Schedules and Reports

June 30, 2022

The Equity Project Charter School

Schedule of Expenditures of Federal Awards Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
<u>U.S. Department of Agriculture</u>				
Pass-through New York State Education Department:				
Fresh Fruit and Vegetable Program	10.582	Not Available	\$ -	\$ 24,979
Pass-Through New York State Education Department:				
<i>Child Nutrition Cluster:</i>				
School Breakfast Program	10.553	Not available	-	255,036
National School Lunch Program	10.555	Not available	-	739,311
Covid-19 - Emergency Operational Cost Reimbursement Program	10.555	Not available	-	2,000
Covid-19 - Supply Chain Assistance Funds	10.555	Not available	-	25,785
Total Child Nutrition Cluster			-	1,022,132
Total U.S. Department of Agriculture			-	1,047,111
<u>U.S. Department of Education</u>				
Pass-Through New York State Education Department:				
Title I Grants to Local Educational Agencies	84.010	0021224510	-	335,883
English Language Acquisition State Grants	84.365	0293224510	-	44,384
Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.367	0147224510	-	44,516
Student Support and Academic Enrichment Program	84.424	0204224510	-	25,068
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II	84.425W	5218214510	-	22,706
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5891214510	-	602,670
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP	84.425U	5880214510	-	776,565
Total U.S. Department of Education			-	1,851,792
<u>Federal Communications Commission</u>				
Pass-Through Universal Service Administrative Company:				
Emergency Connectivity Fund Program	32.009	not available	-	32,810
Total Expenditures of Federal Awards			\$ -	\$ 2,931,713

See independent auditors' report and notes to schedule of expenditures of federal awards

The Equity Project Charter School

Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2022

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of The Equity Project Charter School (the "School"), under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Indirect Cost Rate

The School has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Independent Auditors' Report

**Board of Trustees
The Equity Project Charter School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of The Equity Project Charter School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 26, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PKF O'Connor Davies, LLP

Harrison, New York
October 26, 2022

**Report on Compliance for Each Major Federal Program and Report on Internal Control
Over Compliance Required by the Uniform Guidance**

Independent Auditors' Report

Board of Trustees
The Equity Project Charter School

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited The Equity Project Charter School (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2022. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

PKF O'Connor Davies, LLP

Harrison, New York
October 26, 2022

The Equity Project Charter School

Schedule of Findings and Questioned Costs
Year Ended June 30, 2022

Section I - Summary of Auditors' Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? _____ yes X no

Significant deficiency(ies) identified? _____ yes X none reported

Noncompliance material to the financial statements noted? _____ yes X no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified? _____ yes X no

Significant deficiency(ies) identified? _____ yes X none reported

Type of auditors' report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes X no

Identification of major federal programs:

<u>Federal Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.425D	Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II
84.425U	Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP
84.425W	Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? X yes _____ no

Section II – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2022.

Section III – Federal Award Findings and Questioned Costs

During our audit, we noted no material instance of noncompliance and none of the costs tested which were reported in the federal financially assisted programs are questioned or recommended to be disallowed.

Section IV – Prior Year Findings

There were no findings in the prior year.

Board of Trustees
The Equity Project Charter School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of The Equity Project Charter School (the "School") as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

This communication is intended solely for the information and use of management, the audit committee, the Board of Trustees, the New York City Department of Education, and the State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

PKF O'Connor Davies, LLP

Harrison, New York
October 26, 2022

Board of Trustees
The Equity Project Charter School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of The Equity Project Charter School (the "School") as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

This communication is intended solely for the information and use of management, the audit committee, the Board of Trustees, the New York City Department of Education, and the State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

PKF O'Connor Davies, LLP

Harrison, New York
October 26, 2022

The Equity Project Charter School

Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2022 and 2021

The Equity Project Charter School
Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2022 and 2021

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Independent Auditors' Report

**To the Board of Trustees
The Equity Project Charter School**

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of The Equity Project Charter School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Equity Project Charter School as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of The Equity Project Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about The Equity Project Charter School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

PKF O'CONNOR DAVIES, LLP
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**To the Board of Trustees
The Equity Project Charter School**

Page 2

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The Equity Project Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about The Equity Project Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2022, on our consideration of The Equity Project Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Equity Project Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Equity Project Charter School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
October 26, 2022

The Equity Project Charter School

Statements of Financial Position

	June 30,	
	2022	2021
ASSETS		
Current Assets		
Cash	\$ 3,285,509	\$ 2,565,690
Cash - reserves for facilities	1,015	190,013
Grants and contracts receivable	977,913	529,539
Contributions receivable	275,000	275,000
Prepaid expenses and other current assets	189,542	149,509
Due from related party	106,949	-
Total Current Assets	4,835,928	3,709,751
Property and equipment, net	3,016,733	3,751,307
Loan receivable	8,390,890	8,390,890
Restricted cash	75,201	75,163
Cash - interest reserve	330,000	330,000
Security deposit	132,613	132,613
	\$ 16,781,365	\$ 16,389,724
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 681,519	\$ 652,684
Accrued payroll and payroll taxes	1,261,794	1,189,849
Deferred rent, current portion	75,394	49,245
Due to related party	-	103,960
Refundable advances	108,827	56,834
Total Current Liabilities	2,127,534	2,052,572
Construction loan payable	-	500,000
Paycheck Protection Program loan payable	-	2,570,485
Deferred rent	388,590	463,984
Total Liabilities	2,516,124	5,587,041
Net Assets		
Without donor restrictions	13,990,241	10,527,683
With donor restrictions	275,000	275,000
Total Net Assets	14,265,241	10,802,683
	\$ 16,781,365	\$ 16,389,724

See notes to financial statements

The Equity Project Charter School

Statement of Activities Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
OPERATING REVENUE			
State and local per pupil operating revenue	\$ 21,095,486	\$ -	\$ 21,095,486
State and local per pupil facilities funding	871,629	-	871,629
Federal grants	2,931,713	-	2,931,713
Federal IDEA and E-Rate	387,364	-	387,364
State grants	103,538	-	103,538
Total Operating Revenue	25,389,730	-	25,389,730
EXPENSES			
Program Services			
Regular education	18,122,652	-	18,122,652
Special education	4,515,284	-	4,515,284
Total Program Services	22,637,936	-	22,637,936
Supporting Services			
Management and general	2,013,549	-	2,013,549
Fundraising	29,886	-	29,886
Total Expenses	24,681,371	-	24,681,371
Surplus from Operations	708,359	-	708,359
SUPPORT AND OTHER REVENUE			
Gain on forgiveness of Paycheck			
Protection Program loan	2,570,485	-	2,570,485
Capital campaign	25,150	-	25,150
Interest and other income	158,564	-	158,564
Total Support and Other Revenue	2,754,199	-	2,754,199
Change in Net Assets	3,462,558	-	3,462,558
NET ASSETS			
Beginning of year	10,527,683	275,000	10,802,683
End of year	\$ 13,990,241	\$ 275,000	\$ 14,265,241

See notes to financial statements

The Equity Project Charter School

Statement of Activities Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
OPERATING REVENUE			
State and local per pupil operating revenue	\$ 20,737,542	\$ -	\$ 20,737,542
State and local per pupil facilities funding	856,892	-	856,892
Federal grants	1,454,865	-	1,454,865
Federal IDEA and E-Rate	320,063	-	320,063
State grants	95,464	-	95,464
Total Operating Revenue	23,464,826	-	23,464,826
EXPENSES			
Program Services			
Regular education	17,007,515	-	17,007,515
Special education	4,310,065	-	4,310,065
Total Program Services	21,317,580	-	21,317,580
Supporting Services			
Management and general	1,723,230	-	1,723,230
Fundraising	33,036	-	33,036
Total Expenses	23,073,846	-	23,073,846
Surplus from Operations	390,980	-	390,980
SUPPORT AND OTHER REVENUE			
Capital campaign	32,600	-	32,600
Interest and other income	162,226	-	162,226
Net assets released from restrictions	525,000	(525,000)	-
Total Support and Other Revenue	719,826	(525,000)	194,826
Change in Net Assets	1,110,806	(525,000)	585,806
NET ASSETS			
Beginning of year	9,416,877	800,000	10,216,877
End of year	\$ 10,527,683	\$ 275,000	\$ 10,802,683

The Equity Project Charter School

Statement of Functional Expenses
Year Ended June 30, 2022

	No. of Positions	Program Services			Support Services		
		Regular Education	Special Education	Total	Management and General	Fundraising	Total
Personnel Services Costs:							
Administrative staff personnel	24	\$ 1,095,444	\$ 241,303	\$ 1,336,747	\$ 1,154,781	\$ 22,664	\$ 2,514,192
Instructional personnel	83	8,640,463	2,128,473	10,768,936	-	-	10,768,936
Non-instructional personnel	27	1,134,435	300,197	1,434,632	67,398	2,306	1,504,336
Total Personnel Services Costs	134	10,870,342	2,669,973	13,540,315	1,222,179	24,970	14,787,464
Fringe benefits and payroll taxes		1,757,895	431,773	2,189,668	197,644	4,038	2,391,350
Retirement		139,042	34,151	173,193	15,633	319	189,145
Accounting/audit services		-	-	-	49,000	-	49,000
Other purchased/professional/consulting services		240,836	63,621	304,457	99,151	141	403,749
Building and land rent/lease		1,712,932	420,730	2,133,662	196,524	-	2,330,186
Repairs and maintenance		185,633	45,595	231,228	21,298	-	252,526
Insurance		192,779	47,350	240,129	22,117	-	262,246
Utilities		187,583	46,074	233,657	21,521	-	255,178
Supplies/materials		258,497	76,236	334,733	-	-	334,733
Staff development		79,837	19,794	99,631	8,561	81	108,273
Marketing/recruitment		122,680	30,133	152,813	14,075	-	166,888
Technology		253,896	62,362	316,258	29,129	-	345,387
Food service		681,266	195,185	876,451	-	-	876,451
Student services		447,871	128,269	576,140	131	-	576,271
Office expense		193,508	47,530	241,038	21,864	337	263,239
Depreciation and amortization		773,866	190,077	963,943	88,785	-	1,052,728
Other		24,189	6,431	30,620	5,937	-	36,557
Total Expenses		\$ 18,122,652	\$ 4,515,284	\$ 22,637,936	\$ 2,013,549	\$ 29,886	\$ 24,681,371

The Equity Project Charter School

Statement of Functional Expenses
Year Ended June 30, 2021

	No. of Positions	Program Services			Support Services		Total
		Regular Education	Special Education	Total	Management and General	Fundraising	
Personnel Services Costs:							
Administrative staff personnel	26	\$ 1,180,828	\$ 275,033	\$ 1,455,861	\$ 1,002,846	\$ 26,490	\$ 2,485,197
Instructional personnel	90	8,388,177	2,123,582	10,511,759	-	-	10,511,759
Non-instructional personnel	25	971,944	256,860	1,228,804	59,409	1,114	1,289,327
Total Personnel Services Costs	141	10,540,949	2,655,475	13,196,424	1,062,255	27,604	14,286,283
Fringe benefits and payroll taxes		1,689,046	425,506	2,114,552	170,213	4,424	2,289,189
Retirement		216,750	54,604	271,354	21,843	568	293,765
Accounting/audit services		-	-	-	28,152	-	28,152
Other purchased/professional/consulting services		161,755	42,460	204,215	70,213	130	274,558
Building and land rent/lease		1,680,439	423,336	2,103,775	173,745	-	2,277,520
Repairs and maintenance		199,013	50,135	249,148	20,577	-	269,725
Insurance		165,819	41,773	207,592	17,145	-	224,737
Utilities		161,781	40,756	202,537	16,727	-	219,264
Supplies/materials		693,459	194,489	887,948	-	-	887,948
Staff development		41,719	10,644	52,363	3,711	56	56,130
Marketing/recruitment		99,846	25,153	124,999	10,323	-	135,322
Technology		256,499	64,617	321,116	26,520	-	347,636
Student services		141,613	39,258	180,871	106	-	180,977
Office expense		134,586	33,905	168,491	14,061	254	182,806
Depreciation and amortization		765,680	192,890	958,570	79,166	-	1,037,736
Other		58,561	15,064	73,625	8,473	-	82,098
Total Expenses		\$ 17,007,515	\$ 4,310,065	\$ 21,317,580	\$ 1,723,230	\$ 33,036	\$ 23,073,846

See notes to financial statements

The Equity Project Charter School

Statements of Cash Flows

	Year Ended June 30,	
	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 3,462,558	\$ 585,806
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	1,052,728	1,037,736
Gain on forgiveness of Paycheck Protection Program loan	(2,570,485)	-
Deferred rent	(49,245)	(23,857)
Loss on disposal of property and equipment	11,390	-
Changes in operating assets and liabilities		
Grants and contracts receivable	(448,374)	(52,109)
Contributions receivable	-	525,000
Prepaid expenses and other current assets	(40,033)	(16,464)
Due from related party	(106,949)	-
Accounts payable and accrued expenses	28,835	210,223
Accrued payroll and payroll taxes	71,945	(51,224)
Due to related party	(103,960)	40,825
Refundable advances	51,993	52,425
Net Cash from Operating Activities	1,360,403	2,308,361
CASH FLOWS FROM INVESTING ACTIVITY		
Purchases of property and equipment	(329,544)	(446,676)
CASH FLOWS FROM FINANCING ACTIVITY		
Payments on construction loan payable	(500,000)	(500,000)
Net Change in Cash and Restricted Cash	530,859	1,361,685
CASH AND RESTRICTED CASH		
Beginning of year	3,160,866	1,799,181
End of year	\$ 3,691,725	\$ 3,160,866
SUPPLEMENTARY CASH FLOW INFORMATION		
Cash paid during the year for interest	\$ -	\$ 57,136

See notes to financial statements

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

1. Organization and Tax Status

The Equity Project Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on January 15, 2008 to operate a Charter School pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on January 15, 2008 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The Board of Regents has extended the School's charter through June 30, 2023. The School's mission is focused on providing students from low-income families with equal access to outstanding teachers as a means of achieving educational equality. The School is uniquely focused on attracting and retaining master teachers. To do so, the School uses a three-pronged strategy of rigorous qualifications, redefined expectations, and revolutionary compensation.

Classes commenced in the Washington Heights neighborhood of New York City in September 2009 and the School provided education to approximately 1,057 students in grades kindergarten through eighth during the 2021-2022 academic year.

Beginning in September 2009, the School has been operating in transportable classroom units ("TCUs") located on the campus of a New York City public school. The School pays for its own security guards and for a portion of maintenance and custodial costs. The School does not pay annual rent. The School was unable to determine a value for the contributed space and did not record any value for the use of donated facilities. The School built a permanent facility in Inwood/Washington Heights and started middle school classes in the new facility in August 2019. During the year ended June 30, 2016, the School began leasing additional space for its early childhood location and classes commenced at the new facility in September 2016 (see Note 15).

Through December 31, 2020, The New York City Department of Education provided free lunches to kindergarten through fourth grade students, and through June 30, 2022, transportation was provided directly to a majority of the School's students. Such costs are not included in these financial statements. The School covers the cost of lunches for children not entitled to the free lunches.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

2. Summary of Significant Accounting Policies (*continued*)

Net Assets Presentation

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

Net assets without donor restrictions - consist of resources available for the general support of the School's operations. Net assets without donor restrictions may be used at the discretion of the School's management and/or the Board of Trustees.

Net assets with donor restrictions - represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Restricted Cash

Under the provisions of its Charter, the School was required to establish an escrow account of no less than \$70,000 to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

Under the terms of the New Markets Tax Credit financing, the School is required to maintain an interest reserve cash account in the amount of \$330,000.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows at June 30:

	<u>2022</u>	<u>2021</u>
Cash	\$ 3,285,509	\$ 2,565,690
Cash - reserves for facilities	1,015	190,013
Restricted cash	75,201	75,163
Cash-interest reserve	330,000	330,000
	<u>\$ 3,691,725</u>	<u>\$ 3,160,866</u>

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

2. Summary of Significant Accounting Policies (*continued*)

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$2,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset which is four to ten years. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Equipment	4 to 7 years
Furniture and fixtures	5 years
Software	4 and 5 years
Musical instruments	3 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2022 and 2021.

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

Revenue and Support

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as net assets with donor restrictions if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as net assets without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

2. Summary of Significant Accounting Policies (*continued*)

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred. Marketing and recruitment costs for the years ended June 30, 2022 and 2021 amounted to \$166,888 and \$135,322.

Measure of Operations

The statements of activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the School's ongoing services. Non-operating activities include revenue and support from gain on forgiveness of Paycheck Protection Program loan, non-governmental sources that include grants and contributions revenue, return on investments and other activities considered to be of a more non-recurring nature.

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2019.

Deferred Rent

The School records its rent in accordance with U.S. GAAP guidance whereby all rental payments, included fixed rent increases, are recognized on a straight-line basis as an offset to rent expense. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentive, is reflected in deferred rent in the accompanying financial statements.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 26, 2022.

3. Grants and Contracts Receivable

Grants and contracts receivable consists of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance and has determined that such an allowance is not necessary.

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

4. Contributions Receivable

Contributions receivable at June 30, 2022 and 2021 were \$275,000. The June 30, 2022 balance is due to be collected within one year. The School annually reviews contributions receivable for collectability and will write-off contributions deemed uncollectible. At June 30, 2022 and 2021, no allowance for doubtful accounts has been deemed necessary.

5. Property and Equipment

Property and equipment consists of the following as of June 30:

	<u>2022</u>	<u>2021</u>
Equipment	\$ 2,698,439	\$2,553,974
Furniture and fixtures	1,063,335	1,053,886
Software	303,412	284,572
Musical instruments	115,588	115,588
Leasehold improvements	<u>4,261,636</u>	<u>4,140,343</u>
	8,442,410	8,148,363
Accumulated depreciation and amortization	<u>(5,425,677)</u>	<u>(4,397,056)</u>
	<u>\$ 3,016,733</u>	<u>\$ 3,751,307</u>

During the year ended June 30, 2022, the School disposed of assets with a cost basis of \$35,497 and accumulated depreciation of \$24,107, resulting in a loss on disposal of \$11,390, which is reflected in the other expenses on the accompanying 2022 statement of functional expenses. There were no assets disposed during the year ended June 30, 2021.

6. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statements of financial position dates, are comprised of the following at June 30:

	<u>2022</u>	<u>2021</u>
Financial assets at year end:		
Cash	\$ 3,285,509	\$ 2,565,690
Cash - reserves for facilities	1,015	190,013
Grants and contracts receivable	977,913	529,539
Due from related party	106,949	-
Contributions receivable	<u>275,000</u>	<u>275,000</u>
Total Financial Assets	4,646,386	3,560,242
Less amounts unavailable for general expenditure:		
Net Assets with donor restrictions	<u>275,000</u>	<u>275,000</u>
	<u>\$ 4,371,386</u>	<u>\$ 3,285,242</u>

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

6. Liquidity and Availability of Financial Assets (continued)

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is held in money market accounts and other liquid instruments until it is required for operational use. The School will continue to rely on funding received from the New York City Department of Education to cover its future operating costs (see Note 13).

7. Loan Receivable

The School received funds through a capital campaign and proceeds were used by the School to make an \$8,390,890 loan to an investment fund on August 4, 2016. Interest only at the rate of 1.472% per annum is to be paid quarterly through October 1, 2023. Thereafter, through the note's maturity on July 1, 2044, interest at 1.472% per annum and principal payments are due quarterly in equal installments of \$117,503.

The investment fund used the loan proceeds, together with funds provided by the New Markets Tax Credit ("NMTC") Investor, to make an equity investment in an entity which then made three loans totaling \$12,400,000 to TEP Charter School Assistance, Inc, a related entity. These loans were made under the New Markets Tax Credit Program, a federally funded program to encourage community development.

The School and the 99.99% owner of the investment fund entered into a put/call option agreement whereby the owner has the option to sell its interest in the investment fund to the School for \$1,000 for a period of 180 days after the end of the NMTC compliance period. If the owner does not exercise its option, the School has the option to purchase the interest at its fair value as defined in the agreement.

8. Employee Benefit Plan

The School maintains a retirement plan qualified under Internal Revenue Code 403(b), for the benefit of its eligible employees. Under the plan, the School will match employee contributions up to 3% of annual compensation. The employer match was \$189,145 and \$293,765 for the years ended June 30, 2022 and 2021.

9. Construction Loan Payable

Construction loan payable at June 30, 2022 and 2021 consists of the following two construction loan notes:

	2022	2021
(a) Civic Charter Lender, Inc.	\$ -	\$ 322,625
(b) The New York Pooled PRI Fund	-	177,375
	<u>\$ -</u>	<u>\$ 500,000</u>

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

9. Construction Loan Payable (continued)

- (a) On June 5, 2017, the School entered into a \$1,000,000 construction loan payable for the purpose of financing the cost of renovations and build out of the early childhood facility. The loan was scheduled to mature on the earlier of 15 days after the School's fiscal year 2022 audit is finalized or December 15, 2022. The term of the loan may be extended for up to six months, at the sole discretion of the lender. Loan advances were made at the School's request through December 1, 2017. The loan shall be payable annually, within 15 days of receipt of the School's fiscal year end audited financial statements, starting with the June 30, 2019 fiscal year. Principal payments shall be equal to the lesser of 50% of the School's unrestricted cash in excess of one-twelfths of the total annual expenses as calculated in such audited financial statements or the amount required to reduce the outstanding principal balance of the loan to the amount listed in the amortization schedule of the agreement. Interest is payable on a quarterly basis at 5% per annum. There were principal payments of \$322,625 and \$402,375 made during the years ended June 30, 2022 and 2021.
- (b) On June 5, 2017, the School entered into a \$800,000 construction loan payable for the purpose of financing the cost of renovations and build out of the early childhood facility. The loan was scheduled to mature on the earlier of 15 days after the School's fiscal year 2022 audit is finalized or December 15, 2022. The term of the loan may be extended for up to six months, at the sole discretion of the lender. There were principal payments of \$177,375 and \$97,625 made during the years ended June 30, 2022 and 2021.

Interest expense was \$0 and \$57,136 for the years ended June 30, 2022 and 2021.

10. Related Party Transactions (not disclosed elsewhere)

The School is closely connected to TEP Charter School Assistance, Inc. ("TEPCSA"), a New York State not-for-profit corporation, an entity related by common management. The School and TEPCSA share certain expenses that are settled through intercompany payments. There were no material transactions for the years ended June 30, 2022 and 2021.

On August 4, 2016, the School entered into a facility lease agreement with TEPCSA, (see Note 15), to lease the land located at 153 Sherman Avenue, New York, New York.

At June 30, 2022, the balance due from TEPCSA amounted to \$106,949. At June 30, 2021 the balance due to TEPCSA amounted to \$103,960.

11. Net Assets with Donor Restrictions

Net assets with donor restrictions as of June 30, 2022 and 2021 consist of \$275,000 due to a time restriction. Net assets released from restrictions amounted to \$0 and \$525,000 the years ended June 30, 2022 and 2021.

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

12. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

13. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2022 and 2021, the School received approximately 83% and 88% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

14. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2022 and 2021, approximately \$3,200,000 and \$2,660,000 of cash was maintained with an institution in excess of FDIC limits.

15. Commitments

Facility Lease

On May 4, 2016, the School entered into an operating lease with Regents Associates to lease the second floor of a building located at 4280-98 Broadway in Washington Heights, New York. The lease term commenced on May 4, 2016 and expires on June 30, 2026, with no option to extend the lease. Under the terms of the lease, the School paid a security deposit in the amount of \$125,000. The School is responsible for real estate tax increases, utilities, custodial services, and maintenance. Beginning with the 2016-2017 academic year, the School began using this facility to operate its early childhood program.

The future minimum lease payments under the facility lease are as follows for the years ending June 30:

2023	\$	897,778
2024		924,711
2025		952,453
2026		978,580
	\$	<u>3,753,522</u>

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

15. Commitments (continued)

Facility Lease (continued)

On August 4, 2016, the School entered into a facility lease agreement (the “agreement”) with TEPCSA, a related party (see Note 10), to lease the land located at 153 Sherman Avenue, New York, New York on which TEPCSA constructed a six story building used by the School. To fund construction of the building, TEPCSA obtained a loan from a bank, payment of which is guaranteed by the School through assignment of rent payments to TEPCSA. The lease period is thirty years from commencement date of August 1, 2018.

The future minimum lease payments under this facility lease are as follows for the years ending June 30:

2023	\$ 1,532,000
2024	1,826,000
2025	1,826,000
2026	1,826,000
2027	1,826,000
Thereafter	<u>38,346,000</u>
	<u>\$ 47,182,000</u>

Rent expense under the TEPCSA lease was not straight-lined as annual rent payments are the same for the years ending June 30, 2020 through 2023. During the year ending June 30, 2023, TEPCSA intends to refinance the loan under new terms, therefore, rent payments starting with the year ending June 30, 2024 will be recalculated on a straight-line basis through expiration of the lease. The amounts in the table above are management’s best estimate of what the new lease terms will be.

Facilities expense under both leases was \$2,330,186 and \$2,277,520 for the years ended June 30, 2022 and 2021.

Equipment Rental

The School leases office equipment under non-cancelable lease agreements expiring at various dates through June 2027.

The future minimum lease payments under the equipment leases are as follows for the years ending June 30:

The Equity Project Charter School

Notes to Financial Statements
June 30, 2022 and 2021

15. Commitments (continued)

Equipment Rental (continued)

2023	\$	45,582
2024		25,923
2025		17,904
2026		17,904
2027		2,984
	\$	<u>110,297</u>

Equipment rental expense was \$63,602 and \$50,884 for the years ended June 30, 2022 and 2021.

16. Paycheck Protection Program Loan Payable

On April 21, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act, from a qualified PPP lender, for an aggregate principal amount of \$2,570,485 (the "PPP Loan"). The PPP Loan bears interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, had a term of two years, and is unsecured and guaranteed by the U.S. Small Business Administration. The principal amount of the PPP Loan is subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds are used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School applied for full forgiveness of the PPP Loan with respect to these covered expenses.

On November 2, 2021, the PPP Loan was forgiven in full by the SBA. The loan forgiveness of \$2,570,485 is included in the accompanying 2022 statement of activities under gain on forgiveness of Paycheck Protection Program loan.

17. Risks and Uncertainties

The School's operations and financial performance may be affected by the recent COVID-19 outbreak which has spread globally and is expected to adversely affect economic conditions throughout the world. If the outbreak continues and conditions worsen, the School may experience a disruption in operations as well as a decline in revenue activities. Economic uncertainty is related to the potential reduction and/or delays in state and local per pupil operating revenue, shortfalls and variations in enrollment, and operational and other changes that could increase expenses. The outbreak may adversely affect the School's activities, financial condition, results of operations, and cash flows. Management is closely monitoring the impact of COVID-19 and believes the School is taking appropriate actions to mitigate the negative impact. However, management is unable to estimate the financial impact, if any, related to this matter.

* * * * *

The Equity Project Charter School

Uniform Guidance
Schedules and Reports

June 30, 2022

The Equity Project Charter School

Schedule of Expenditures of Federal Awards Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
<u>U.S. Department of Agriculture</u>				
Pass-through New York State Education Department:				
Fresh Fruit and Vegetable Program	10.582	Not Available	\$ -	\$ 24,979
Pass-Through New York State Education Department:				
<i>Child Nutrition Cluster:</i>				
School Breakfast Program	10.553	Not available	-	255,036
National School Lunch Program	10.555	Not available	-	739,311
Covid-19 - Emergency Operational Cost Reimbursement Program	10.555	Not available	-	2,000
Covid-19 - Supply Chain Assistance Funds	10.555	Not available	-	25,785
Total Child Nutrition Cluster			-	1,022,132
Total U.S. Department of Agriculture			-	1,047,111
<u>U.S. Department of Education</u>				
Pass-Through New York State Education Department:				
Title I Grants to Local Educational Agencies	84.010	0021224510	-	335,883
English Language Acquisition State Grants	84.365	0293224510	-	44,384
Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants)	84.367	0147224510	-	44,516
Student Support and Academic Enrichment Program	84.424	0204224510	-	25,068
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II	84.425W	5218214510	-	22,706
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II	84.425D	5891214510	-	602,670
Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP	84.425U	5880214510	-	776,565
Total U.S. Department of Education			-	1,851,792
<u>Federal Communications Commission</u>				
Pass-Through Universal Service Administrative Company:				
Emergency Connectivity Fund Program	32.009	not available	-	32,810
Total Expenditures of Federal Awards			\$ -	\$ 2,931,713

See independent auditors' report and notes to schedule of expenditures of federal awards

The Equity Project Charter School

Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2022

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of The Equity Project Charter School (the "School"), under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Indirect Cost Rate

The School has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Independent Auditors' Report

**Board of Trustees
The Equity Project Charter School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of The Equity Project Charter School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 26, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PKF O'Connor Davies, LLP

Harrison, New York
October 26, 2022

**Report on Compliance for Each Major Federal Program and Report on Internal Control
Over Compliance Required by the Uniform Guidance**

Independent Auditors' Report

**Board of Trustees
The Equity Project Charter School**

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited The Equity Project Charter School (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2022. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

PKF O'Connor Davies, LLP

Harrison, New York
October 26, 2022

The Equity Project Charter School

Schedule of Findings and Questioned Costs
Year Ended June 30, 2022

Section I - Summary of Auditors' Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? _____ yes X no

Significant deficiency(ies) identified? _____ yes X none reported

Noncompliance material to the financial statements noted? _____ yes X no

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified? _____ yes X no

Significant deficiency(ies) identified? _____ yes X none reported

Type of auditors' report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes X no

Identification of major federal programs:

<u>Federal Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.425D	Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II
84.425U	Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP
84.425W	Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? X yes _____ no

Section II – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2022.

Section III – Federal Award Findings and Questioned Costs

During our audit, we noted no material instance of noncompliance and none of the costs tested which were reported in the federal financially assisted programs are questioned or recommended to be disallowed.

Section IV – Prior Year Findings

There were no findings in the prior year.



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549 AUDUBON AVE T30
NEW YORK NY 10040-3401

Page: 1 of 2
Statement Period: Sep 01 2022-Sep 30 2022
Cust Ref #: [REDACTED]
Primary Account #: [REDACTED]

Overdraft update: Grace Period and more good news

Introducing TD Business Overdraft Relief: now you have until 11 p.m. ET the next business day to fix an overdraft with Grace Period†. Plus, we're removing transfer fees for Savings Overdraft Protection and Business Overdraft Protection Line of Credit. †When items are presented for payment that result in your available Account balance being overdrawn by more than \$50, Overdraft Grace provides you with an opportunity to receive refunds for overdraft fees if your available Account balance is at least \$0, inclusive of any pending or posted items, at the end of the next business day. This service is not available for Business Checking on Account Analysis Billing. Learn more at tdbank.com/businessoverdraft

TD Small Business Money Market Plus

THE EQUITY PROJECT CHARTER SCHOOL

Account # [REDACTED]

ACCOUNT SUMMARY

Statement Balance as of 09/01		75,006.38
Plus	0 Deposits and Other Credits	0.00
Plus	Interest Paid	3.08
Less	0 Checks and Other Debits	0.00
Statement Balance as of 09/30		75,009.46

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

ACCOUNT ACTIVITY

Transactions by Date

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
09/30	INTEREST PAID		3.08	75,009.46

INTEREST SUMMARY

Beginning Interest Rate	0.05%
Number of days in this Statement Period	30
Interest Earned this Statement Period	3.08
Annual Percentage Yield Earned	0.05%
Interest Paid Year to date	28.09

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

How to Balance your Account

Begin by adjusting your account register as follows:

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance		75,009.46
2	Total Deposits	+	
3	Sub Total		
4	Total Withdrawals	-	
5	Adjusted Balance		

2

DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
Total Deposits		2

4

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
		4

WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
Total Withdrawals		4

FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston, Maine 04243-1377

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

INTEREST NOTICE

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

FINANCE CHARGES: Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.

The Equity Project Charter School

OVERALL SUMMARY

FY23: July 1, 2022 - June 30 2023

	Full Year Budget
Income	
Operating Income	26,904,633
Income to TEP for Capital Projects	920,000
Total Income	27,824,633
Operating Expenses	26,237,494
Expenditures for Capital Projects	1,062,000
Purchase of Other Fixed Assets	140,498
Total Expenses, Capital Costs, Fixed Assets, & Debt Service	27,439,992
TEP Net Gain (Loss)	384,641

The Equity Project Charter School

OPERATING BUDGET

FY23: July 1, 2022 - June 30 2023

	<u>Full Year Budget</u>
Income	
4100 State Grants	
4101 Per Pupil Allocation	19,036,080
4102 Per Pupil Allocation for SPED	3,167,323
4103 NYSTL	62,377
4104 NYSSL	16,044
4105 NYSLIB	6,689
4110 NYS Senate Grant	0
4111 NYS Rental Assistance Program	905,778
4112 NYS SchoolFood Service Program (State)	16,935
Total 4100 State Grants	23,211,226
4200 Federal Grants	
4202 IDEA	218,598
4203 Title I	372,374
4204 Title IIA	44,516
4207 E-Rate	148,620
4208 Title IIIA	37,811
4209 Title IV	23,666
4210 NYS SchoolFood Service Program (Federal)	909,216
4211 NYS ESSER Funds	1,745,500
4215 ECF Grant	25,200
Total 4200 Federal Grants	3,525,501
4300 Contributions	
4310 Facility Donations	
4311 Interest Earned on the Loan to TEPCSA	123,514
4312 Support Payments from TEPCSA to TEP	11,392
4313 Alumni Scholarship Donations	2,500
4340 Unrestricted Contribution	
Total 4300 Contributions	137,406
4400 Miscellaneous Revenue	
4404 Interest Income	500
4406 Senior Dues & Student Council Fundraisers	20,000
4407 PA Fundraisers	10,000
Total 4400 Miscellaneous Revenue	30,500
Total Income	26,904,633

Expenses

5000 Compensation

5100 Instructional Staff

5001 Head of School	185,000
5102 General Ed Teachers	8,970,050
5103 Special Ed Teachers	1,827,500

The Equity Project Charter School

OPERATING BUDGET

FY23: July 1, 2022 - June 30 2023

	<u>Full Year Budget</u>
5105 Curriculum Directors	131,000
5106 School Directors	708,000
Total 5100 Instructional Staff	11,821,550
5200 Non-Instructional Staff	
5212 Director of High School Placement	77,917
5214 Alumni Department	175,613
5261 Special Assistant to HOS and CEO	63,050
5218 Data Systems & Development Specialist	105,000
5250 Social Workers	1,077,186
5251 Finance & HR	329,083
5252 Operations	775,271
5230 Facilities	653,720
5235 Security	250,444
5254 Talent Acquisition	159,500
5255 Development	0
5256 Support Staff	322,333
5257 Kitchen Staff	530,857
5258 Interns & Fellows Dept.	0
Total 5200 Non-Instructional Staff	4,519,973
5300 Incentives	
5301 Performance Based Bonus	500,000
Total 5300 Incentives	500,000
Total 5000 Compensation	16,841,523
5400 Benefits	
5402 Workers Compensation Expense	98,659
5403 NY State Disability	979
5404 Medicare EmployER	244,202
5406 Social Security EmployER	943,125
5408 SUTA	92,185
5409 Medical Insurance	1,040,000
5410 Dental Insurance	71,299
5411 Vision Insurance	17,708
5415 TransitChek	500
5416 STD, LTD and Life Insurance	61,647
5418 403B Match	229,339
Total 5400 Benefits	2,799,643
6100 Administrative Expenses	
6101 Office Supplies & Expenses	165,493
6102 Membership Fees & Subscriptions	15,391
6104 Postage, Mailing Service	3,333
6105 Janitorial Supplies	50,076
6108 Team Building/Staff Lunch & Appreciation	58,708
6109 Staff Travel	10,927

The Equity Project Charter School

OPERATING BUDGET

FY23: July 1, 2022 - June 30 2023

	<u>Full Year Budget</u>
6111 School Events	39,192
6113 Financial Transaction Fees	3,133
6114 TransitChek Fees	3,145
6115 Insurance - Liability, Umbrella, D&O	216,210
6116 Insurance - Property	86,571
6117 Insurance - ERISA	52
6118 Parent Association General Expenses	5,000
6119 Parent Association Fundraiser Expenses	5,000
Total 6100 Administrative Expenses	662,232
6200 Professional Services	
6201 Audit/Tax Fees	52,000
6202 Legal Fees	2,500
6205 Interpretation Services	40,000
6206 Payroll Expenses	20,000
6207 403B Fees	1,250
6208 Nurse Services (Contracted)	5,000
6209 Janitorial Services (Contracted)	0
6210 Security (Contracted)	0
6213 Office Staff (Contracted)	0
6214 Substitutes for Teachers (Contracted)	0
6216 Instructional & Curricular Consulting	155,000
6217 PD Expenses for Staff	64,678
6218 Accounting Services	58,820
6219 State Exam Scoring	24,283
6220 Certification Costs	6,740
6221 Editing Services	17,333
6222 Cafeteria Staff (Contracted)	0
6223 HR Consulting Services	10,000
Total 6200 Professional Services	457,604
6300 Marketing and Staff/Student Recruitment	
6301 Recruitment Ads-Teachers/Staff	106,667
6302 Recruitment Ads for Students	30,000
6303 Travel Expense Reimbursements	4,446
Total 6300 Marketing and Staff/Student Recruitment	141,113
7100 Curriculum, Classroom & Student Related Expenses	
7102 Textbooks/Equipment/Materials/Supplies	289,670
7103 Field Trips/Assemblies	92,000
7105 P10 Clubs	7,500
7106 Student Transportation (School Bus and Metrocards)	209,150
7107 Student Uniforms	91,600
7108 Student Food	0
7109 Social Worker Materials/Supplies	13,500
7111 Student Incentives	28,000

The Equity Project Charter School

OPERATING BUDGET

FY23: July 1, 2022 - June 30 2023

	<u>Full Year Budget</u>
7112 NYSTL	62,377
7113 NYSSL	16,044
7114 NYSLIB	6,689
7115 Student Programs - External Providers	152,904
7116 High School Placement Expenses	5,000
7117 Student Council & Senior Trip/Graduation/Prom/Yearbook	40,000
7118 Special Groups	20,000
7119 Alumni Scholarship	2,500
7120 Alumni Expenses	10,000
Total 7100 Curriculum, Classroom & Student Related Expenses	1,046,934
8100 Facilities	
8101 Monthly Rent	905,778
8102 Other Rental Fees & Charges	17,088
8103 Utilities	236,491
8105 Building Permits & Fees	1,113
8106 Maintenance Supplies	25,000
8126 Maintenance & Repairs	111,067
8127 Annual Service Contracts	102,567
8150 Lease Payments from TEP to TEPCSA	1,652,000
Total 8100 Facilities	3,051,103
8200 Technology/Communication Expense	
8201 Phone/Fax Charges	6,000
8202 Internet Connectivity Charges	136,800
8203 Web Services	42,055
8205 Technology Maintenance & Support Services	188,570
8209 Copier/Printer Lease	58,428
8210 Website Development	
Total 8200 Technology/Communication Expense	431,853
8300 Facilities - Permanent Facility Development Costs	
8310 Fundraising Expenses	3,000
Total 8300 Facilities - Permanent Facility Development Costs	3,000
8400 Cafeteria Expenses	
8401 Kitchen Supplies	115,667
8402 School Food Program Expenses	645,489
8403 Staff Food Program	41,333
Total 8400 Cafeteria Expenses	802,489
8800 Miscellaneous Expenses	
Total Expenses	26,237,494
Net Operating Income	667,139

The Equity Project Charter School

CAPITAL PROJECTS

FY23: July 1, 2022 - June 30 2023

	<u>Full Year Budget</u>
Income to TEP for Capital Projects	
4310 Facility Donations	920,000
Total Income to TEP for Capital Projects	920,000
8110 Facility Development Expenses	
WSFSSH Developer Fee (for 153 Sherman Construction Project)	80,000
1513 Fixed Asset:Leasehold Improvements	
HVAC Upgrade Project	827,000
Sherman Projects	40,000
Security Camera Systems	15,000
PreK Launch	100,000
Total 8110 Facility Development Expenses	1,062,000
TEP Net Gain (Loss)	(142,000)

The Equity Project Charter School

OTHER FIXED ASSETS

FY23: July 1, 2022 - June 30 2023

INVESTING ACTIVITIES	<u>Full Year Budget</u>
1501 Fixed Asset:Teacher/Admin Computers & Laptops	27,918
1502 Fixed Asset:Student Laptops	25,200
1503 Fixed Asset:Data Center & Network Hardware	8,000
1504 Fixed Asset:LCD Projectors	16,380
1507 Fixed Asset:Phones/Audio Equipment (Equipment)	17,000
1508 Fixed Asset:Software	20,000
1509 Fixed Asset:Furniture	21,000
1510 Fixed Asset:Musical Instruments	5,000
1513 Fixed Asset:Leasehold Improvements	
Total 1500 Fixed Asset	140,498

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Wen-Hsiung (Guan) Juan

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

The Equity Project (TEP)

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

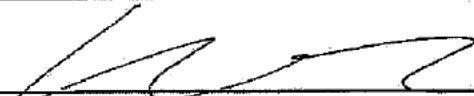
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

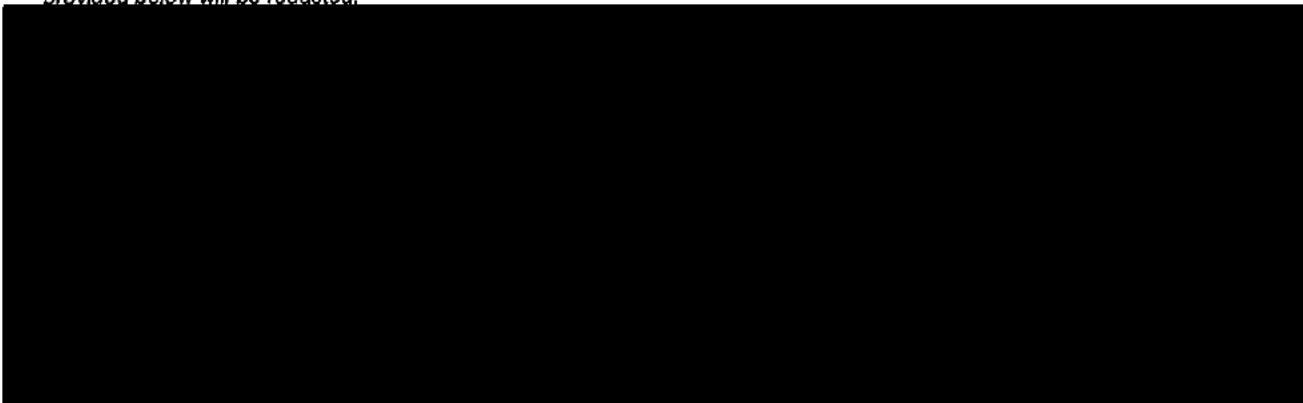
Please write "None" if applicable. Do not leave this space blank.

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em; text-align: center;">None</p>				

 _____ Date 7/19/17


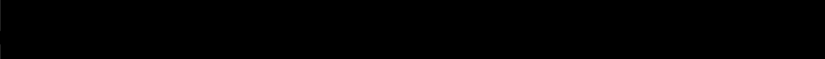
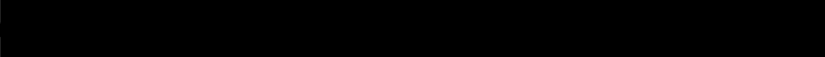

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Appendix F: Disclosure of Financial Interest Form

**Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report**

**Note: This Disclosure is a public record, but asterisked data fields will be redacted.*

1. **Trustee Name (print)** Jennifer Mulhern
2. **Charter School Name** The Equity Project (TEP)Charter School
3. **Charter Authorizer Entity** Chancellor Authorized NYC DOE
4. **Home Address** 
5. **Business Address** 
6. **Daytime Phone** 
7. **E-Mail Address** 
8. **List all positions held on board (e.g., chair, treasurer, parent representative)**
Member

9. Is the trustee an employee of the school? Yes No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? Yes No

If Yes, please provide a description of the position you hold and your responsibilities, your salary and your start date.

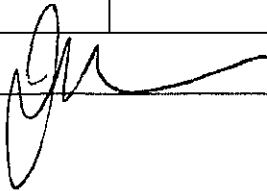
11. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None. Please note that if you answered **Yes** to Question 2-4 above, you need not disclose again your employment status, salary, etc.**

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

12. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None.**

Organization conducting business with the school	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Signature



Date

6/30/21

**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

ANDREW BUHER

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

THE EQUITY PROJECT (TEP) CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.

NONE

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p>NONE</p>				

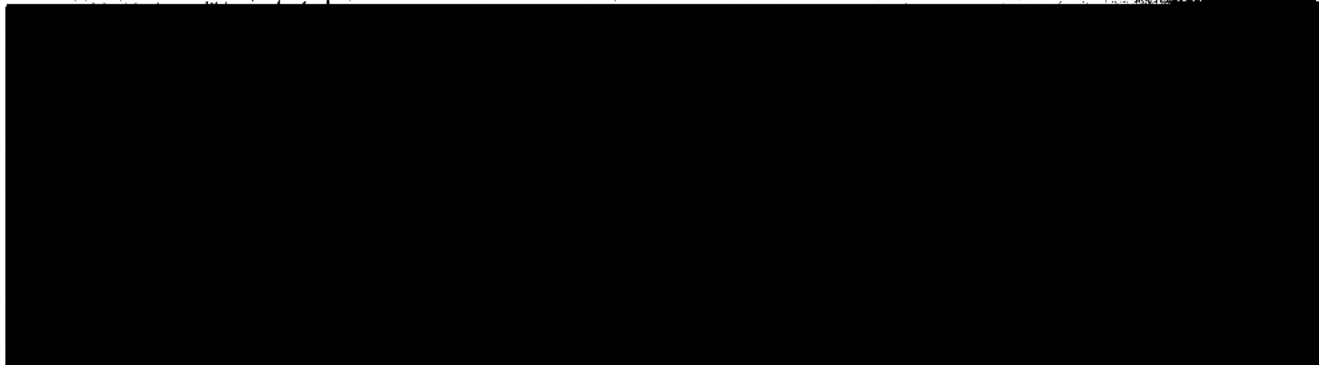
Signature

CR

Date

7/29/2017

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

BROOKS S CLARK

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

THE EQUITY PROTECT CHARTER SCHOOL -

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). None

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.

None

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center;"><i>None</i></p>				

[Handwritten Signature] 7-24-2017

Signature Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone
 Business Address
 E-mail Address
 Home Telephone
 Home Address

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: Laura Tavormina

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Vice President, Treasurer

2. Is the trustee an employee of any school operated by the Education Corporation?
 ___ Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

 ___ Yes X No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.			
NONE			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
West Side Federation for Senior and Supportive Housing, Inc. (WSFSSH)	WSFSSH is the NFP developer of the middle school facility	WSFSSH has not received any fees from the school during the reporting period	Laura Tavormina I am employed by WSFSSH. I have no financial interest in WSFSSH which is a NYS not-for-profit organization.	Will recuse her from any votes regarding transactions between TEP and WSFSSH.

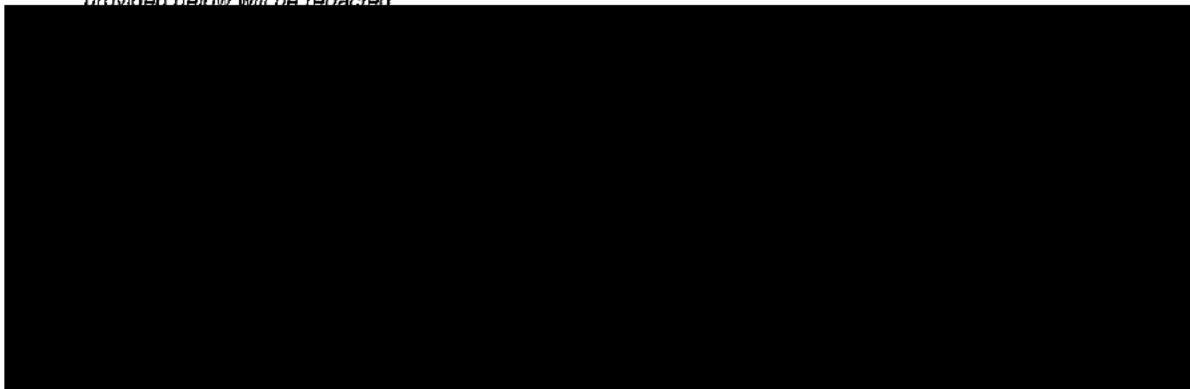
Laura Tavormina

July 24, 2017

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

David Coleman

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

The Equity Project

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you held, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
December 13th, 2021**

The **149th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **December 13th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 09/10/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Andrew Buher, David Coleman, and Sean Juan joined via videoconference due to COVID-19.

The following Trustees were absent: Brooks Clark, Laura Tavormina, and Jennifer Mulhern

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, Alisa Giaco, and Anatea Carpenter

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. FY21 Audit
2. COVID-19 Health & Safety Update
3. NYS Exam Results
4. Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
February 7th, 2022**

The **151st** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **February 7th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/10/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Brooks Clark, Andrew Buher, and Sean Juan joined via videoconference due to COVID-19.

The following Trustees were absent: Laura Tavormina, David Coleman, and Jennifer Mulhern.

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Return to in-person learning updates
2. Retention and hiring for 2022-23
3. Alumni partnership
4. Student spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
February 17th, 2022**

The **152nd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **February 17th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 2/15/22. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina, Andrew Buher, Jennifer Mulhern, and Sean Juan joined via videoconference due to COVID-19.

The following Trustees were absent: David Coleman and Brooks Clark

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, and Alisa Giaco

Meeting called to order at 5:00 pm.

Meeting Agenda and Notes:

1. Approval of TEP Staff Appreciation Bonus

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
August 16th, 2021**

The **145th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **August 16th** at The Equity Project Charter School at the **Middle School** campus located at 153 Sherman Avenue, New York, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 07/21/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina joined in person.

Andrew Buher, Jennifer Mulhern, and Sean Juan joined via videoconference. Sean Juan joined from the following public location posted in advance on TEP's website:

Ear Inn
326 Spring St
New York, NY 10013

The following Trustees were absent: David Coleman and Brooks Clark

The following additional staff members were present:

Casey Ash, Aaron Villela, and Anatea Carpenter

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. New 2021-2022 School Year Update
2. COVID-19 Vaccination for Staff
3. Staffing Update: Interim MS Director
4. Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
September 20th, 2021**

The **146th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **September 20th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 09/10/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Brooks Clark, Laura Tavormina, David Coleman, Jennifer Mulhern, Sean Juan, and Andrew Buher joined via videoconference due to COVID-19.

The following Trustee was absent: None

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, Alisa Giaco, Andres Esguerra

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Approval of School Safety Plan
 - a. Emergency Procedures Manual & District-Wide Safety Plan (School Year 2021-2022)
2. Health & Safety Update
3. Student Spotlight
4. Personnel Update (Executive Session)

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
March 14th, 2022**

The **153rd** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **March 14th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/10/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina, David Coleman, Jennifer Mulhern, and Sean Juan joined via videoconference due to COVID-19.

The following Trustees were absent: Andrew Buher and Brooks Clark

The following additional staff members were present:

Casey Ash, Aaron Villela, and Shelly Gupta

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Q2 Financials Budget vs Actuals
2. Staff Appreciation Bonus
3. Hiring and Retention Update

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
May 16th, 2022**

The **155th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **May 16th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/10/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina, Andrew Buher, Jennifer Mulhern, and Sean Juan joined via videoconference due to COVID-19.

The following Trustees were absent: David Coleman and Brooks Clark

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, and Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. FY22 Q3 Budget Review
2. Open Meetings Law & Vote to Approve Resolution
3. Promotion of EOY Events
4. Board Transition
5. Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
January 10th, 2022**

The **150th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **January 10th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/10/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Brooks Clark, Andrew Buher, Jennifer Mulhern, and Sean Juan joined via videoconference due to COVID-19.

The following Trustees were absent: Laura Tavormina and David Coleman

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Approval of TEP Teacher Bonus
2. Return to In-Person Learning

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
October 18th, 2021**

The **147th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **October 18th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 09/10/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Brooks Clark, Laura Tavormina, Andrew Buher, Jennifer Mulhern and Sean Juan joined via videoconference due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Casey Ash, Aaron Villela, Alisa Giaco, Stella Ma

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Vote to approve TEP School Safety Plan for the 2021-2022 School Year
 - 5 to 0 vote for approval
2. Vote to approve Budget vs. Actuals for FY21
 - 5 to 0 vote for approval
3. Staffing Update
4. Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
November 15th, 2021**

The **148th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **November 15th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 09/10/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Brooks Clark, Laura Tavormina, Andrew Buher, Jennifer Mulhern, and Sean Juan joined via videoconference due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, Alisa Giaco, Kathryn McKenna

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Staffing Update
2. PPP Loan
3. Vote to Approve FY22 Q1 Financials
 - 5 to 0 vote for approval
4. TEP Alumni Program Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
April 11th, 2022**

The **154th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **April 11th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/10/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina, Andrew Buher, Brooks Clark, Jennifer Mulhern, and Sean Juan joined via videoconference due to COVID-19.

The following Trustee was absent: David Coleman

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, and Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Staffing Update
2. NYS Testing
3. EOY Ceremonies
4. Student Spotlight

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
July 19th, 2021**

The **144th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **July 19th** at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 03/25/21. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

David Coleman, Brooks Clark, Laura Tavormina, Andrew Buher, Jennifer Mulhern and Sean Juan joined via videoconference from their private residence due to COVID-19.

The following Trustee was absent: none

The following additional staff members were present:

Casey Ash, Aaron Villela, Alisa Giaco, Shelly Gupta

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Management Committee's Vision for Finance
 - a. Stewardship of public funds
 - b. Human capital strategy
 - c. Expansion of food program across all campuses
 - d. Fundraising focus remains on TEP Facility and TEP Alumni Program
2. Approval of FY22 Budget
 - 5 to 0 vote for approval
3. Resolution to approve Casey Ash, Head of School, as a signer on TEP bank accounts
 - 5 to 0 vote for approval
4. New Guidance: TEP Board Meetings and Open Meetings Law
5. Updates
 - a. Start of 2021-2022 School Year

Minutes recorded by Sean Juan.

**Minutes of the Regular Meeting of
The Equity Project (TEP) Charter School Board of Trustees
June 13th, 2022**

The **156th** regular meeting of the Board of Trustees of The Equity Project Charter School was held on **June 13th** at The Equity Project Charter School at the **Middle School Campus** at 153 Sherman Avenue, New York, NY 10034 pursuant to due notice to Trustees via electronic mail sent on 06/10/22. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

Laura Tavormina joined in person at TEP.

David Coleman, Brooks Clark, Andrew Buher, and Sean Juan joined via videoconference from the following public locations posted in advance on TEP's website:

90 Lexington Avenue
New York, NY 10016

Polsinelli Law Firm
600 3rd Avenue, 42nd Floor
New York, NY 10016

Lindens
2 Renwick Street
New York, NY 10013

The following Trustee was absent: Jennifer Mulhern

The following additional staff members were present:

Casey Ash, Aaron Villela, Shelly Gupta, and Alisa Giaco

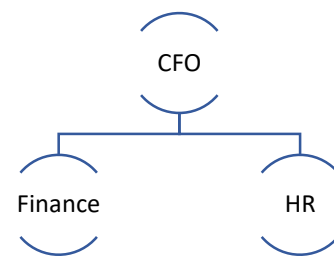
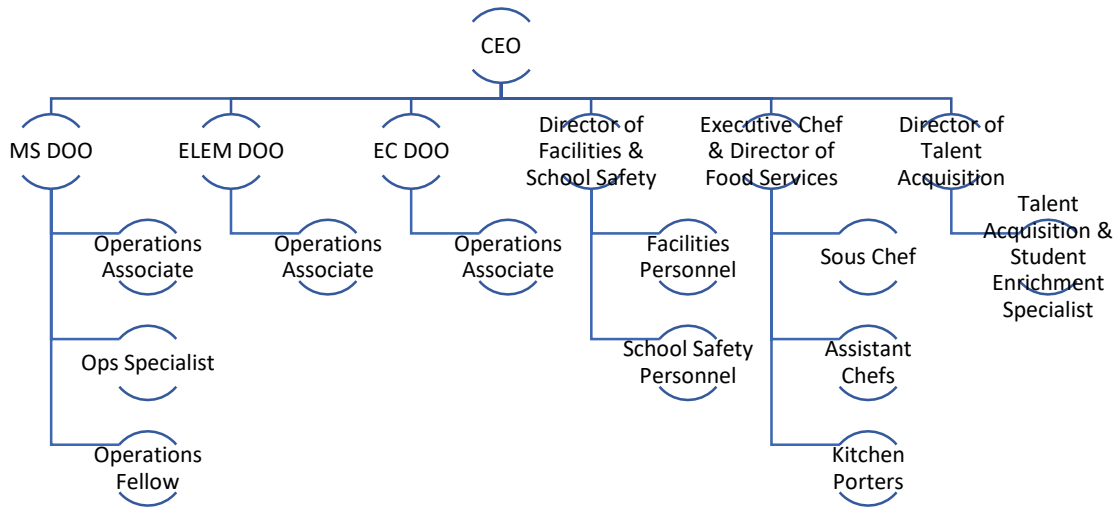
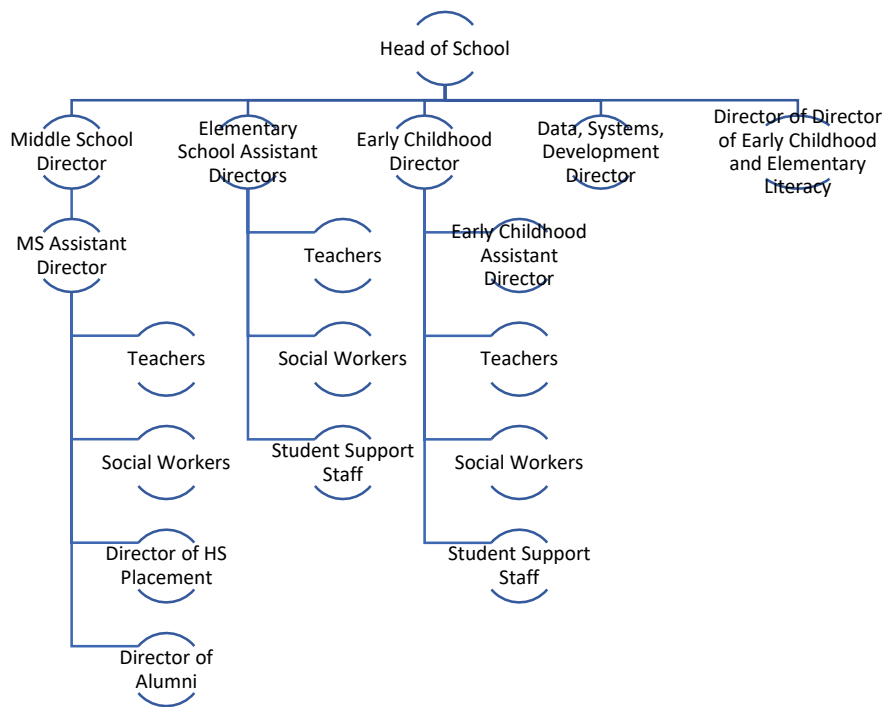
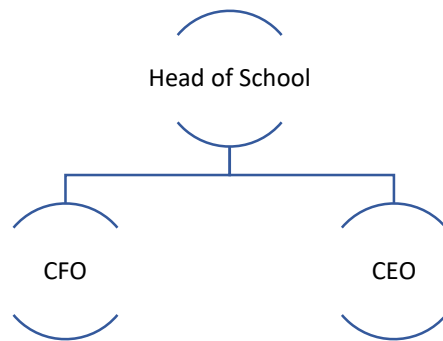
Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1. Budget approval for FY23
2. Board Chair transition
 - a) Transition of current Board Chair
 - b) Vote on new Board Chair

Minutes recorded by Sean Juan.

Management Committee




2022 – 2023 TEP SCHOOL CALENDAR for STUDENTS

Last updated on 06/17/22


IMPORTANT DATES

EC = Early Childhood (K – 1st)
 ELEM = Elementary (2nd – 4th)
 MS = Middle School (5th – 8th)

 No School

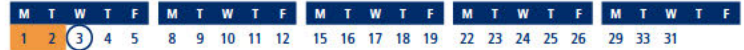
 First Day of Trimester

 Half Day

 Last Day of Trimester

AUGUST 2022

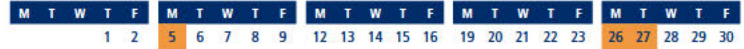
3 1st day of school



SEPTEMBER 2022

5 Labor Day (No School)

26 – 27 Rosh Hashanah (No School)



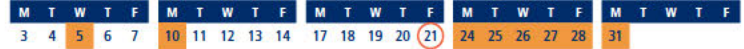
OCTOBER 2022

5 Yom Kippur (No School)

10 Indigenous Peoples' Day (No School)

21 Last Day of Trimester 1

24 – 31 Fall Break (No School)



NOVEMBER 2022

1 – 11 Fall Break, Continued (No School)

14 First Day of Trimester 2

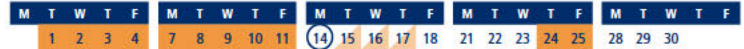
Family-Teacher Conferences

15 Middle School (Half Day for MS only)

16 Elementary (Half Day for ELEM only)

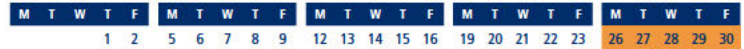
17 Early Childhood (Half Day for EC only)

24 – 25 Thanksgiving (No School)



DECEMBER 2022

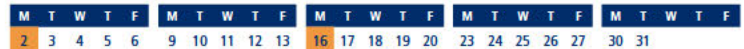
26 – 30 Winter Recess (No School)



JANUARY 2023

2 New Year's Day Observed (No School)

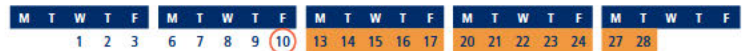
16 MLK Jr. Day (No School)



FEBRUARY 2023

10 Last Day of Trimester 2

13 – 28 February Break (No School)



MARCH 2023

1 – 3 February Break (No School) Continued

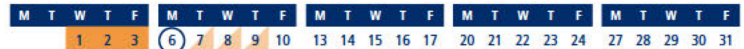
6 First Day of Trimester 3

Family-Teacher Conferences

7 Middle School (Half Day for MS only)

8 Elementary (Half Day for ELEM only)

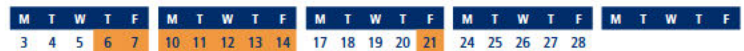
9 Early Childhood (Half Day for EC only)



APRIL 2023

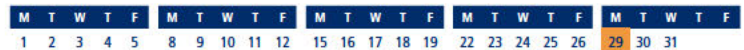
6 – 14 Spring Recess (No School)

21 Eid al-Fitr (No School)



MAY 2023

29 Memorial Day (No School)



JUNE 2023

19 Juneteenth (No School)

21 Kinder & 1st Grade Tiger Paw Ceremonies (Full Day)

22 2nd, 3rd and 4th Grade Tiger Paw Ceremonies (Full Day)

23 8th Grade Graduation (Half Day for MS Only)

26 Last Day of School for Students (Half Day)

5th, 6th, 7th Stepping Up Ceremonies (No School for 8th grade)





YOUR FIRE AND SECURITY SOLUTION

170 EILEEN WAY
SYOSSET, NY 11791

DATE MAY 18-22

TIME IN

TIME OUT

INSPECTION REPORT

TELEPHONE: 516-496-2322
SALES: 516-921-8200
SERVICE: 516-921-8200
FAX: 516-921-5229

SUBSCRIBER: Tep Charter School

ADDRESS: 4280 Broadway

CITY: NY STATE: NY INSPECTION TYPE: FA

ACCOUNT #: 30-6839 PASS

CENTRAL STATION #: AFA TICKET #: 695078

SPRINKLER SYSTEM: WET 1 ALARM OUTPUT: BELL ✓
 DRY HORN
 LOW AIR STROBE
 GATE VLV. LOCAL F.A.: ALARM ✓
 SMOKE 9 TROUBLE
 HEAT C.O. CONNECTION: PRIMARY ✓
 DUCT 11 SECONDARY
 MANUAL 6 SUPERVISION
 DOOR HOLD
 ROOM TEMP.
 A/C SHUNT

BATTERY VOLTAGE: 7.1-7.7V

LOCATION OF EQUIPMENT: FIRST FLOOR KITCHEN NEIGHBOR

INSPECTOR: Robert Jones

REMARKS

Tested Fire Alarm

SUBSCRIBER SIGNATURE: [Signature]

DATE: MAY 18, 22



Certificate of Occupancy

CO Number:1064765-0000002

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<p>A. Borough: MANHATTAN Address: 153 SHERMAN AVENUE Building Identification Number(BIN): 1064765</p>	<p>Block Number: 2221 Lot Number(s): 5 Additional Lot Number(s): Application Type: NB - NEW BUILDING</p>	<p>Full Building Certificate Type: Final Date Issued: 07/21/2021</p>
<p>This building is subject to this Building Code: 2008</p>		
<p>This Certificate of Occupancy is associated with job# 122147765-01</p>		
<p>B. Construction Classification: I-B: 2 HOUR PROTECTED - NON-COMBUST Building Occupancy Group classification: E - EDUCATIONAL Multiple Dwelling Law Classification: Not Available</p>		
<p>No.of stories: 6</p>	<p>Height in feet: 85</p>	<p>No.of dwelling units: Not Available</p>
<p>C. Fire Protection Equipment: Fire Alarm System, Sprinkler System, Standpipe System</p>		
<p>D. Parking Spaces and Loading Berths: Open Parking Spaces: Not Available. Enclosed Parking Spaces: Not Available. Total Loading Berths: Not available</p>		
<p>E. This Certificate is issued with the following legal limitations: Restrictive Declaration: 2015000390796, 2015000390795 Zoning Exhibit: None BSA Calendar Number(s): 75-15-BZ CPC Calendar Number(s): None</p>		
<p>Borough Comments:</p>		

Borough Commissioner

Commissioner



Permissible Use and Occupancy

FLOOR	Occ Group	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	Exceptions
Floor Number(s) - 1	B	OG	3	0	122147765-01	Final	
Description of Use :Offices :					Maximum Person Permitted:2		
Floor Number(s) - 1	A-3	OG	3	0	122147765-01	Final	
Description of Use					Maximum Person Permitted:505		
Floor Number(s) - 1	S-2	OG	3	0	122147765-01	Final	
Description of Use					Maximum Person Permitted:NA		
Floor Number(s) - 2	U	75	3	0	122147765-01	Final	
Description of Use :Greenhouse					Maximum Person Permitted:2		
Floor Number(s) - 2	E	75	3	0	122147765-01	Final	
Description of Use :Academies and schools					Maximum Person Permitted:62		
Floor Number(s) - 3	A-3	75	3	0	122147765-01	Final	
Description of Use					Maximum Person Permitted:331		
Floor Number(s) - 4	E	75	3	0	122147765-01	Final	
Description of Use :Schools :					Maximum Person Permitted:297		
Floor Number(s) - 5	E	75	3	0	122147765-01	Final	
Description of Use :Schools :					Maximum Person Permitted:297		
Floor Number(s) - 6	A-3	75	3	0	122147765-01	Final	
Description of Use					Maximum Person Permitted:432		
Mezzanine - 6	U	75	3	0	122147765-01	Final	
Description of Use :Greenhouse					Maximum Person Permitted:6		

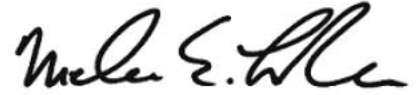
MECHANICAL STORAGE						
Roof	U	125	3	0	122147765-01	Final
Description of Use :Tanks / Towers : [REDACTED]					Maximum Person Permitted:NA	

CofO Comments: Na

Borough Commissioner



Commissioner



Fire Alarm and Life Safety System Inspection Certificate

For

TEP Charter School
153 Sherman Avenue
New York, NY 10034

Tested to NFPA 72 Standards

This Inspection was performed in accordance with applicable NFPA Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.

Inspection Date
Jul 15, 2022

Building: TEP Charter School
Contact: Marian Holly
Title: Director

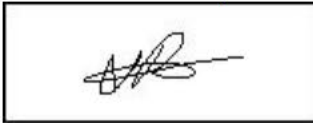
Company: Empire Fire Systems
Contact: Clayton Fountain
Title: Technician

Executive Summary

Generated by: *BuildingReports.com*

Building Information		
Building: TEP Charter School	Contact: Marian Holly	
Address: 153 Sherman Avenue	Phone: 646-254-6451	
Address:	Fax:	
City/State/Zip: New York, NY 10034	Mobile:	
Country: United States of America	Email: [REDACTED]	
Inspection Performed By		
Company: Empire Fire Systems	Inspector: Clayton Fountain	
Address: 49 Sylvester Street	Phone: 516-499-7464	
Address:	Fax:	
City/State/Zip: Westbury, New York 11590	Mobile:	
Country: United States of America	Email: [REDACTED]	
System Control Unit		
Manufacturer: Mircom	Inspection Date: 07/14/2022	IDC Style:
Model Number: flenex	Install Date: 01/19/2021	SLC Style:
Software Version:	Version Date: 01/19/2021	NAC Style:
Location: 1st main lobby	Current Protection:	
Disconnect Location: 1st electrical room B11-1	Type:	

Inspection Summary								
Category	Total Items		Serviced		Passed		Failed/Other	
	Qty	%	Qty	%	Qty	%	Qty	%
Auxiliary	19	6.15%	19	100.00%	19	100.00%	0	0.00%
Control	11	3.56%	11	100.00%	11	100.00%	0	0.00%
Indicating	119	38.51%	119	100.00%	119	100.00%	0	0.00%
Initiating	100	32.36%	100	100.00%	100	100.00%	0	0.00%
Monitor	26	8.41%	26	100.00%	26	100.00%	0	0.00%
Sound Test	7	2.27%	7	100.00%	7	100.00%	0	0.00%
Supervisory	27	8.74%	27	100.00%	27	100.00%	0	0.00%
Totals	309	100%	309	100.00%	309	100.00%	0	0.00%

Certification	
Company: Empire Fire Systems Inspector: Clayton Fountain	Building: TEP Charter School Contact: Marian Holly <div style="text-align: center;">  </div> Signed: Jul 15, 2022

Inspection & Testing

Generated by: BuildingReports.com

Building: TEP Charter School		Control Panel: 1 - Mircom flenex			
<p><i>The Inspection & Testing section lists all of the items inspected in your building. Items are grouped by Passed or Failed/Other. Items are listed by Category. Each item includes the services performed, and the time & date at which testing occurred.</i></p>					
Device Type	Location	Service	Time	Date	
<i>Passed</i>					
Auxiliary					
Non-Programmable Relay		Tested	2:22:03 PM	07/15/2022	
Non-Programmable Relay		Tested	10:14:26 AM	07/15/2022	
Non-Programmable Relay		Tested	10:49:30 AM	07/15/2022	
Non-Programmable Relay		Tested	11:03:22 AM	07/15/2022	
Non-Programmable Relay		Tested	11:03:32 AM	07/15/2022	
Programmable Relay		Tested	10:47:14 AM	07/14/2022	
Programmable Relay		Tested	11:15:57 AM	07/14/2022	
Programmable Relay		Tested	10:15:15 AM	07/14/2022	
Programmable Relay		Tested	11:15:03 AM	07/14/2022	
Programmable Relay		Tested	11:15:29 AM	07/14/2022	
Programmable Relay		Tested	10:15:39 AM	07/14/2022	
Programmable Relay		Tested	10:41:03 AM	07/14/2022	
Programmable Relay		Tested	10:41:16 AM	07/14/2022	
Programmable Relay		Tested	2:20:23 PM	07/15/2022	
Programmable Relay		Tested	10:14:13 AM	07/15/2022	
Programmable Relay		Tested	11:03:27 AM	07/15/2022	
Programmable Relay		Tested	11:03:37 AM	07/15/2022	
Programmable Relay		Tested	11:00:26 AM	07/15/2022	
Programmable Relay		Tested	10:50:13 AM	07/15/2022	
Control					
Battery		Tested	11:25:29 AM	07/14/2022	
Battery		Tested	11:25:37 AM	07/14/2022	
Battery		Tested	11:26:17 AM	07/14/2022	
Battery		Tested	11:26:24 AM	07/14/2022	
Battery		Tested	11:23:47 AM	07/14/2022	
Battery		Tested	11:23:55 AM	07/14/2022	
Control Panel		Tested	11:22:38 AM	07/14/2022	
Disconnect		Tested	9:58:18 AM	07/14/2022	
Disconnect		Tested	9:58:23 AM	07/14/2022	
Power Supply		Tested	11:25:05 AM	07/14/2022	
Power Supply		Tested	11:26:02 AM	07/14/2022	
Indicating					

Device Type	Location	Service	Time	Date
<i>Passed</i>				
Horn/Strobe		Tested	10:10:18 AM	07/14/2022
Horn/Strobe		Tested	10:17:22 AM	07/14/2022
Horn/Strobe		Tested	10:18:02 AM	07/14/2022
Horn/Strobe		Tested	10:18:40 AM	07/14/2022
Horn/Strobe		Tested	10:19:22 AM	07/14/2022
Horn/Strobe		Tested	9:55:20 AM	07/14/2022
Horn/Strobe		Tested	9:56:07 AM	07/14/2022
Horn/Strobe		Tested	9:54:27 AM	07/14/2022
Horn/Strobe		Tested	10:01:46 AM	07/14/2022
Horn/Strobe		Tested	10:26:26 AM	07/14/2022
Horn/Strobe		Tested	10:21:27 AM	07/14/2022
Horn/Strobe		Tested	10:23:14 AM	07/14/2022
Horn/Strobe		Tested	10:24:04 AM	07/14/2022
Horn/Strobe		Tested	10:22:00 AM	07/14/2022
Horn/Strobe		Tested	10:14:53 AM	07/14/2022
Horn/Strobe		Tested	10:15:54 AM	07/14/2022
Horn/Strobe		Tested	1:04:34 PM	07/14/2022
Horn/Strobe		Tested	10:38:38 AM	07/14/2022
Horn/Strobe		Tested	10:40:33 AM	07/14/2022
Horn/Strobe		Tested	10:43:34 AM	07/14/2022
Horn/Strobe		Tested	11:38:42 AM	07/14/2022
Horn/Strobe		Tested	11:37:34 AM	07/14/2022
Horn/Strobe		Tested	10:33:24 AM	07/14/2022
Horn/Strobe		Tested	10:33:45 AM	07/14/2022
Horn/Strobe		Tested	1:25:12 PM	07/14/2022
Horn/Strobe		Tested	1:21:29 PM	07/14/2022
Horn/Strobe		Tested	1:21:47 PM	07/14/2022
Horn/Strobe		Tested	1:25:27 PM	07/14/2022
Horn/Strobe		Tested	10:16:01 AM	07/15/2022
Horn/Strobe		Tested	1:34:17 PM	07/14/2022
Horn/Strobe		Tested	10:18:13 AM	07/15/2022
Horn/Strobe		Tested	1:34:34 PM	07/14/2022
Horn/Strobe		Tested	10:25:27 AM	07/15/2022
Horn/Strobe		Tested	10:25:55 AM	07/15/2022
Horn/Strobe		Tested	10:23:11 AM	07/15/2022
Horn/Strobe		Tested	10:41:33 AM	07/15/2022
Horn/Strobe		Tested	10:25:16 AM	07/15/2022
Horn/Strobe		Tested	10:24:35 AM	07/15/2022
Horn/Strobe		Tested	10:30:37 AM	07/15/2022
Horn/Strobe		Tested	10:36:10 AM	07/15/2022
Horn/Strobe		Tested	10:33:09 AM	07/15/2022
Horn/Strobe		Tested	10:35:29 AM	07/15/2022
Horn/Strobe		Tested	10:53:29 AM	07/15/2022
Horn/Strobe		Tested	11:02:02 AM	07/15/2022
Horn/Strobe		Tested	12:55:58 PM	07/15/2022
Horn/Strobe		Tested	12:55:34 PM	07/15/2022
Indicating Device		Tested	10:47:33 AM	07/14/2022
Indicating Device		Tested	10:50:21 AM	07/14/2022
Indicating Device		Tested	1:05:35 PM	07/14/2022
Indicating Device		Tested	10:25:39 AM	07/14/2022

Device Type	Location	Service	Time	Date
Indicating Device		Tested	10:25:55 AM	07/14/2022
Indicating Device		Tested	1:04:47 PM	07/14/2022
Indicating Device		Tested	11:12:55 AM	07/14/2022
Indicating Device		Tested	11:40:23 AM	07/14/2022
Indicating Device		Tested	10:44:56 AM	07/14/2022
Indicating Device		Tested	10:37:24 AM	07/14/2022
Indicating Device		Tested	11:39:09 AM	07/14/2022
Indicating Device		Tested	10:35:17 AM	07/14/2022
Indicating Device		Tested	1:14:05 PM	07/14/2022
Indicating Device		Tested	1:45:12 PM	07/15/2022
Indicating Device		Tested	10:11:15 AM	07/15/2022
Indicating Device		Tested	1:30:44 PM	07/14/2022
Indicating Device		Tested	10:02:51 AM	07/15/2022
Indicating Device		Tested	10:13:51 AM	07/15/2022
Indicating Device		Tested	10:37:18 AM	07/15/2022
Indicating Device		Tested	12:59:54 PM	07/15/2022
Indicating Device		Tested	1:00:42 PM	07/15/2022
Remote Indicator		Tested	1:13:51 PM	07/14/2022
Remote Indicator		Tested	2:22:08 PM	07/15/2022
Strobe		Tested	10:17:33 AM	07/14/2022
Strobe		Tested	10:08:41 AM	07/14/2022
Strobe		Tested	10:09:03 AM	07/14/2022
Strobe		Tested	11:11:38 AM	07/14/2022
Strobe		Tested	11:11:26 AM	07/14/2022
Strobe		Tested	11:44:40 AM	07/14/2022
Strobe		Tested	10:26:44 AM	07/14/2022
Strobe		Tested	10:41:40 AM	07/14/2022
Strobe		Tested	10:42:07 AM	07/14/2022
Strobe		Tested	10:42:18 AM	07/14/2022
Strobe		Tested	10:42:38 AM	07/14/2022
Strobe		Tested	11:39:52 AM	07/14/2022
Strobe		Tested	11:40:06 AM	07/14/2022
Strobe		Tested	1:28:09 PM	07/14/2022
Strobe		Tested	1:28:31 PM	07/14/2022
Strobe		Tested	9:54:36 AM	07/15/2022
Strobe		Tested	9:56:42 AM	07/15/2022
Strobe		Tested	9:57:56 AM	07/15/2022
Strobe		Tested	1:33:18 PM	07/15/2022
Strobe		Tested	1:45:24 PM	07/15/2022
Strobe		Tested	9:55:24 AM	07/15/2022
Strobe		Tested	9:55:59 AM	07/15/2022
Strobe		Tested	9:57:44 AM	07/15/2022
Strobe		Tested	1:33:33 PM	07/15/2022
Strobe		Tested	1:45:06 PM	07/15/2022
Strobe		Tested	9:54:05 AM	07/15/2022
Strobe		Tested	9:55:12 AM	07/15/2022
Strobe		Tested	9:55:47 AM	07/15/2022
Strobe		Tested	9:56:32 AM	07/15/2022
Strobe		Tested	9:54:18 AM	07/15/2022
Strobe		Tested	10:09:06 AM	07/15/2022

Device Type	Location	Service	Time	Date
<i>Passed</i>				
Strobe		Tested	10:05:30 AM	07/15/2022
Strobe		Tested	10:02:26 AM	07/15/2022
Strobe		Tested	10:12:40 AM	07/15/2022
Strobe		Tested	10:16:59 AM	07/15/2022
Strobe		Tested	10:17:38 AM	07/15/2022
Strobe		Tested	10:18:40 AM	07/15/2022
Strobe		Tested	10:00:54 AM	07/15/2022
Strobe		Tested	10:11:57 AM	07/15/2022
Strobe		Tested	10:05:09 AM	07/15/2022
Strobe		Tested	10:01:49 AM	07/15/2022
Strobe		Tested	10:04:41 AM	07/15/2022
Strobe		Tested	10:12:52 AM	07/15/2022
Strobe		Tested	10:16:10 AM	07/15/2022
Strobe		Tested	1:33:47 PM	07/14/2022
Strobe		Tested	1:33:12 PM	07/14/2022
Strobe		Tested	10:00:27 AM	07/15/2022
Strobe		Tested	10:31:04 AM	07/15/2022
Strobe		Tested	10:27:45 AM	07/15/2022
Strobe		Tested	11:02:46 AM	07/15/2022
Initiating				
CO Detector		Tested	10:24:15 AM	07/15/2022
CO Detector		Tested	10:32:11 AM	07/15/2022
CO Detector		Tested	10:21:07 AM	07/15/2022
CO Detector		Tested	10:33:21 AM	07/15/2022
CO Detector		Tested	10:35:12 AM	07/15/2022
CO Detector		Tested	10:35:57 AM	07/15/2022
CO Detector		Tested	10:26:41 AM	07/15/2022
CO Detector		Tested	10:25:37 AM	07/15/2022
CO Detector		Tested	10:23:02 AM	07/15/2022
CO Detector		Tested	10:42:15 AM	07/15/2022
CO Detector		Tested	11:06:50 AM	07/15/2022
CO Detector		Tested	11:01:43 AM	07/15/2022
CO Detector		Tested	12:53:48 PM	07/15/2022
Duct Detector		Tested	10:47:29 AM	07/14/2022
Duct Detector		Tested	10:51:33 AM	07/14/2022
Duct Detector		Tested	1:05:43 PM	07/14/2022
Duct Detector		Tested	10:25:15 AM	07/14/2022
Duct Detector		Tested	10:25:28 AM	07/14/2022
Duct Detector		Tested	10:26:06 AM	07/14/2022
Duct Detector		Tested	11:15:15 AM	07/14/2022
Duct Detector		Tested	11:17:11 AM	07/14/2022
Duct Detector		Tested	1:05:03 PM	07/14/2022
Duct Detector		Tested	11:12:50 AM	07/14/2022
Duct Detector		Tested	9:53:50 AM	07/15/2022
Duct Detector		Tested	11:40:15 AM	07/14/2022
Duct Detector		Tested	10:44:01 AM	07/14/2022
Duct Detector		Tested	10:37:11 AM	07/14/2022
Duct Detector		Tested	1:14:35 PM	07/14/2022
Duct Detector		Tested	10:35:27 AM	07/14/2022
Duct Detector		Tested	10:35:57 AM	07/14/2022

Device Type	Location	Service	Time	Date
<i>Passed</i>				
Duct Detector		Tested	10:41:11 AM	07/14/2022
Duct Detector		Tested	1:45:15 PM	07/15/2022
Duct Detector		Tested	2:21:55 PM	07/15/2022
Duct Detector		Tested	10:11:11 AM	07/15/2022
Duct Detector		Tested	1:30:54 PM	07/14/2022
Duct Detector		Tested	10:02:59 AM	07/15/2022
Duct Detector		Tested	10:14:02 AM	07/15/2022
Duct Detector		Tested	10:37:09 AM	07/15/2022
Duct Detector		Tested	10:48:37 AM	07/15/2022
Duct Detector		Tested	10:49:20 AM	07/15/2022
Duct Detector		Tested	12:58:14 PM	07/15/2022
Duct Detector		Tested	1:00:05 PM	07/15/2022
Heat Detector		Tested	11:06:11 AM	07/15/2022
Initiating Device		Tested	10:24:55 AM	07/14/2022
Pull Station		Tested	9:54:19 AM	07/14/2022
Pull Station		Tested	10:01:37 AM	07/14/2022
Pull Station		Tested	10:30:50 AM	07/14/2022
Pull Station		Tested	10:23:19 AM	07/14/2022
Pull Station		Tested	10:21:50 AM	07/14/2022
Pull Station		Tested	11:38:06 AM	07/14/2022
Pull Station		Tested	10:33:19 AM	07/14/2022
Pull Station		Tested	1:21:54 PM	07/14/2022
Pull Station		Tested	1:25:35 PM	07/14/2022
Pull Station		Tested	10:18:20 AM	07/15/2022
Pull Station		Tested	10:07:11 AM	07/15/2022
Pull Station		Tested	10:24:58 AM	07/15/2022
Pull Station		Tested	10:30:42 AM	07/15/2022
Pull Station		Tested	11:01:51 AM	07/15/2022
Pull Station		Tested	12:54:58 PM	07/15/2022
Pull Station		Tested	1:26:26 PM	07/15/2022
Smoke Detector		Tested/Cleaned	10:13:36 AM	07/14/2022
Smoke Detector		Tested/Cleaned	10:13:11 AM	07/14/2022
Smoke Detector		Tested/Cleaned	10:13:46 AM	07/14/2022
Smoke Detector		Tested/Cleaned	9:54:40 AM	07/14/2022
Smoke Detector		Tested/Cleaned	10:13:17 AM	07/14/2022
Smoke Detector		Tested/Cleaned	9:59:53 AM	07/14/2022
Smoke Detector		Tested/Cleaned	10:47:07 AM	07/14/2022
Smoke Detector		Tested/Cleaned	10:46:59 AM	07/14/2022
Smoke Detector		Tested/Cleaned	11:10:45 AM	07/14/2022
Smoke Detector		Tested/Cleaned	11:12:00 AM	07/14/2022
Smoke Detector		Tested/Cleaned	11:10:40 AM	07/14/2022
Smoke Detector		Tested/Cleaned	11:15:21 AM	07/14/2022
Smoke Detector		Tested/Cleaned	11:16:30 AM	07/14/2022
Smoke Detector		Tested/Cleaned	10:24:36 AM	07/14/2022
Smoke Detector		Tested/Cleaned	10:44:38 AM	07/14/2022
Smoke Detector		Tested/Cleaned	10:37:53 AM	07/14/2022
Smoke Detector		Tested/Cleaned	11:42:40 AM	07/14/2022
Smoke Detector		Tested/Cleaned	10:43:20 AM	07/14/2022
Smoke Detector		Tested/Cleaned	1:19:50 PM	07/14/2022
Smoke Detector		Tested/Cleaned	1:31:19 PM	07/14/2022

Device Type	Location	Service	Time	Date	
<i>Passed</i>					
Smoke Detector		Tested/Cleaned	10:15:11 AM	07/15/2022	
Smoke Detector		Tested/Cleaned	10:21:17 AM	07/15/2022	
Smoke Detector		Tested/Cleaned	10:43:10 AM	07/15/2022	
Smoke Detector		Tested/Cleaned	11:09:05 AM	07/15/2022	
Smoke Detector		Tested/Cleaned	11:01:12 AM	07/15/2022	
Smoke Detector		Tested/Cleaned	10:45:49 AM	07/15/2022	
Smoke Detector		Tested/Cleaned	10:58:34 AM	07/15/2022	
Smoke Detector		Tested/Cleaned	12:53:58 PM	07/15/2022	
Smoke Detector		Tested/Cleaned	1:00:29 PM	07/15/2022	
Smoke Detector		Tested/Cleaned	1:20:14 PM	07/15/2022	
Smoke Detector		Tested/Cleaned	2:20:06 PM	07/15/2022	
Smoke Detector		Tested/Cleaned	11:22:46 AM	07/14/2022	
Waterflow Switch			Tested	10:29:59 AM	07/14/2022
Waterflow Switch			Tested	10:28:54 AM	07/14/2022
Waterflow Switch		Tested	10:32:41 AM	07/14/2022	
Waterflow Switch		Tested	1:26:48 PM	07/14/2022	
Waterflow Switch		Tested	10:07:35 AM	07/15/2022	
Waterflow Switch		Tested	10:31:26 AM	07/15/2022	
Waterflow Switch		Tested	11:07:59 AM	07/15/2022	
Waterflow Switch		Tested	1:25:47 PM	07/15/2022	
Monitor					
Module		Tested	10:29:51 AM	07/14/2022	
Module		Tested	10:49:49 AM	07/14/2022	
Module		Tested	10:50:45 AM	07/14/2022	
Module		Tested	10:29:12 AM	07/14/2022	
Module		Tested	10:33:04 AM	07/14/2022	
Module		Tested	1:15:45 PM	07/14/2022	
Module		Tested	1:27:05 PM	07/14/2022	
Module		Tested	10:08:33 AM	07/15/2022	
Module		Tested	10:31:42 AM	07/15/2022	
Module		Tested	10:54:23 AM	07/15/2022	
Module		Tested	10:54:42 AM	07/15/2022	
Module		Tested	10:56:10 AM	07/15/2022	
Module		Tested	10:56:33 AM	07/15/2022	
Module		Tested	10:57:24 AM	07/15/2022	
Module		Tested	10:46:19 AM	07/15/2022	
Module		Tested	10:46:26 AM	07/15/2022	
Module		Tested	10:47:01 AM	07/15/2022	
Module		Tested	11:07:38 AM	07/15/2022	
Module		Tested	11:08:07 AM	07/15/2022	
Module		Tested	1:19:31 PM	07/15/2022	
Module		Tested	1:21:30 PM	07/15/2022	
Module		Tested	1:26:04 PM	07/15/2022	
Module		Tested	1:27:53 PM	07/15/2022	
Module		Tested	1:27:58 PM	07/15/2022	
Module		Tested	1:28:03 PM	07/15/2022	
Monitor Device		Tested	12:59:14 PM	07/15/2022	
Supervisory					

Device Type	Location	Service	Time	Date
<i>Passed</i>				
Tamper Switch		Tested	10:30:06 AM	07/14/2022
Tamper Switch		Tested	10:49:22 AM	07/14/2022
Tamper Switch		Tested	10:49:37 AM	07/14/2022
Tamper Switch		Tested	10:50:06 AM	07/14/2022
Tamper Switch		Tested	10:50:40 AM	07/14/2022
Tamper Switch		Tested	10:50:54 AM	07/14/2022
Tamper Switch		Tested	10:29:03 AM	07/14/2022
Tamper Switch		Tested	10:32:52 AM	07/14/2022
Tamper Switch		Tested	1:26:55 PM	07/14/2022
Tamper Switch		Tested	10:07:44 AM	07/15/2022
Tamper Switch		Tested	10:31:19 AM	07/15/2022
Tamper Switch		Tested	10:56:17 AM	07/15/2022
Tamper Switch		Tested	10:56:40 AM	07/15/2022
Tamper Switch		Tested	10:56:52 AM	07/15/2022
Tamper Switch		Tested	10:59:21 AM	07/15/2022
Tamper Switch		Tested	11:07:46 AM	07/15/2022
Tamper Switch		Tested	11:07:53 AM	07/15/2022
Tamper Switch		Tested	10:55:23 AM	07/15/2022
Tamper Switch		Tested	10:55:31 AM	07/15/2022
Tamper Switch		Tested	1:21:16 PM	07/15/2022
Tamper Switch		Tested	1:25:34 PM	07/15/2022
Tamper Switch		Tested	1:01:02 PM	07/15/2022
Tamper Switch		Tested	1:01:07 PM	07/15/2022
Tamper Switch		Tested	1:01:23 PM	07/15/2022
Tamper Switch		Tested	2:20:10 PM	07/15/2022
Tamper Switch		Tested	2:20:14 PM	07/15/2022
Tamper Switch		Tested	2:20:18 PM	07/15/2022

Service Summary

Generated by: BuildingReports.com

Building: TEP Charter School

The Service Summary section provides an overview of the services performed in this report.

Device Type	Service	Quantity
<i>Passed</i>		
Battery	Tested	6
CO Detector	Tested	13
Control Panel	Tested	1
Disconnect	Tested	2
Duct Detector	Tested	29
Heat Detector	Tested	1
Horn/Strobe	Tested	46
Indicating Device	Tested	21
Initiating Device	Tested	1
Module	Tested	25
Monitor Device	Tested	1
Non-Programmable Relay	Tested	5
Power Supply	Tested	2
Programmable Relay	Tested	14
Pull Station	Tested	16
Remote Indicator	Tested	2
Smoke Detector	Tested/Cleaned	32
Strobe	Tested	50
Tamper Switch	Tested	27
Waterflow Switch	Tested	8
Total		302
Grand Total		302

Auxiliary Functions Testing

Generated by: BuildingReports.com

Building: TEP Charter School		Control Panel: 1 - Mircom flexex			
<p><i>The Auxiliary Functions Testing section lists each of the ancillary items, systems, and emergency equipment that are controlled by the system control unit. Items are grouped by Passed or Failed/Other. The items are listed by device type, and a check box is provided to indicate if the test conducted was simulated.</i></p>					
Type	Location	Comment	ScanID	Simulated	
<i>Passed</i>					
Non-Programmable Relay					
	[REDACTED]	Passed	64949458	<input type="checkbox"/>	
		Passed	64949445	<input type="checkbox"/>	
		Passed	64949305	<input type="checkbox"/>	
		Passed	64949285	<input type="checkbox"/>	
		Passed	64949284	<input type="checkbox"/>	
Programmable R					
		Passed	64949515	<input type="checkbox"/>	
		Passed	64949456	<input type="checkbox"/>	
		Passed	64949501	<input type="checkbox"/>	
		Passed	64949500	<input type="checkbox"/>	
		Passed	64949506	<input type="checkbox"/>	
		Passed	64949499	<input type="checkbox"/>	
		Passed	64949426	<input type="checkbox"/>	
		Passed	64949425	<input type="checkbox"/>	
		Passed	64949446	<input type="checkbox"/>	
	Passed	64949454	<input type="checkbox"/>		
	Passed	64949283	<input type="checkbox"/>		
	Passed	64949282	<input type="checkbox"/>		
	Passed	64949287	<input type="checkbox"/>		
	Passed	64949304	<input type="checkbox"/>		

Sound and Visual Testing

Generated by: *BuildingReports.com*

Building: TEP Charter School						
<p><i>The Sound and Visual Testing section lists various points throughout your building where audible and visual alarm notification devices were tested. Any bar-coded audible and visual devices will appear in the Inspection and Testing section of this report. Items in this section are grouped by Passed or Failed/Other. Where specific decibel readings were recorded, they will appear under the ambient and alarm columns. The Voice column indicates whether the Sound Test Point passed the Voice Intelligibility requirements. The STI or Sound Transmission Index is shown if recorded.</i></p>						
<div style="display: flex; align-items: center;"> 📍 Location </div>	<div style="display: flex; align-items: center;"> 💬 Comment </div>	Ambient ◀ dB	Alarm ◀ dB	👂 Intelligibility		Sound Test
				Voice	STI	
<i>Passed</i>						
Sound Test Points						
1st	Passed			<input type="checkbox"/>		0001
2nd	Passed			<input type="checkbox"/>		0002
3rd	Passed			<input type="checkbox"/>		0003
4th	Passed			<input type="checkbox"/>		0004
5th	Passed			<input type="checkbox"/>		0005
6th	Passed			<input type="checkbox"/>		0006
Mezzanine	Passed			<input type="checkbox"/>		0007

Battery & Power Supply Testing

Generated by: BuildingReports.com

Building: TEP Charter School				Control Panel: 1 - Mircom flenex			
<p><i>The Battery & Power Supply Testing section details the readings and measurements of batteries and power supplies used to provide power to the fire alarm and life safety systems. Items are grouped by Passed or Failed/Other.</i></p>							
Battery							
Type	Location	Rated Ah	Rated Volts	Pre Test	Post Test	Min Ah	Tested Ah
<i>Passed</i>							
Sealed Lead Acid		7	12				
Sealed Lead Acid		7	12				
Sealed Lead Acid		7	12				
Sealed Lead Acid		7	12				
Sealed Lead Acid		18	12				
Sealed Lead Acid		18	12				

Inventory & Warranty Report

Generated by: BuildingReports.com

Building: TEP Charter School **Control Panel: 1 - Mircom flenex**

The Inventory & Warranty Report lists each of the devices and items that are included in your Inspection Report. A complete inventory count by device type and category is provided. Items installed within the last 90 days, within the last year, and devices installed for two years or more are grouped together for easy reference.

Device or Type	Category	% of Inventory	Quantity
Battery	Control	1.94%	6
CO Detector	Initiating	4.21%	13
Control Panel	Control	0.32%	1
Disconnect	Control	0.65%	2
Duct Detector	Initiating	9.39%	29
Heat Detector	Initiating	0.32%	1
Horn/Strobe	Indicating	14.89%	46
Indicating Device	Indicating	6.80%	21
Initiating Device	Initiating	0.32%	1
Module	Monitor	8.09%	25
Monitor Device	Monitor	0.32%	1
Non-Programmable Relay	Auxiliary	1.62%	5
Power Supply	Control	0.65%	2
Programmable Relay	Auxiliary	4.53%	14
Pull Station	Initiating	5.18%	16
Remote Indicator	Indicating	0.65%	2
Smoke Detector	Initiating	10.36%	32
Sound Test	Sound Test	2.27%	7
Strobe	Indicating	16.18%	50
Tamper Switch	Supervisory	8.74%	27
Waterflow Switch	Initiating	2.59%	8

Type	Qty	Model #	Description	Install Date
<i>In Service - 1 Year to 2 Years</i>				
Non-Programmable Relay	5	mr101		01/19/2021
EATON				
Disconnect	2	30 A,249V~60Hz		01/19/2021
Mgc				
Battery	2	BAT - 12V18A	Sealed Lead Acid	01/19/2021
Battery	4	BAT - 12V7A	Sealed Lead Acid	01/19/2021
Mircom				
Control Panel	1	flenex		01/19/2021
Duct Detector	1	mix 2251BR		01/19/2021
Duct Detector	1	mix-2251br		01/19/2021
Heat Detector	1	mix-5251AP		01/19/2021
Module	2	mix-m500DAP		01/19/2021
Module	19	mix-m500DM		01/19/2021
Module	1	mix-m500Dm		01/19/2021
Module	3	mix-m500map		01/19/2021
Monitor Device	1	mix-m500rap		01/19/2021
Pull Station	16	MS-710APU		01/19/2021

Smoke Detector	1	64949276	01/19/2021
Smoke Detector	2	mix-2242AP	01/19/2021
Smoke Detector	23	mix-2251AP	01/19/2021
Smoke Detector	6	mix2251ap	01/19/2021
System Sensor			
CO Detector	1	CO1224tR	01/19/2021
CO Detector	12	co1224tr	01/19/2021
Duct Detector	1	DNR	01/19/2021
Duct Detector	26	DnR	01/19/2021
Horn/Strobe	6		01/19/2021
Horn/Strobe	40	P2RK	01/19/2021
Indicating Device	3	RA100	01/19/2021
Indicating Device	17	RA100Z	01/19/2021
Indicating Device	1	RA100z	01/19/2021
Initiating Device	1	RA100Z	01/19/2021
Remote Indicator	1	RA100Z	01/19/2021
Remote Indicator	1	RA100z	01/19/2021
Strobe	49	SRL	01/19/2021
Strobe	1	srl	01/19/2021
Tamper Switch	6	OSY2	01/19/2021
Waterflow Switch	8	WFD25VN	01/19/2021
Victaulic			
Tamper Switch	9		01/19/2021
Tamper Switch	1	HPG	01/19/2021
aleum			
Tamper Switch	2	butterfly	01/19/2021
butterfly			
Tamper Switch	4		01/19/2021
Tamper Switch	4	67BFV	01/19/2021
Tamper Switch	1	67BFv	01/19/2021
mircom			
Power Supply	2	INX-10A	01/19/2021
Programmable Relay	14	mix-m500rap	01/19/2021

Zone Address Report

Generated by: BuildingReports.com

Building: TEP Charter School	Control Panel: 1 - Mircom flenex
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The Zone Address Report lists all of the devices and items that have an individual address, or are grouped together under a common zone. The device type, location, and description are included for your reference.

Address	Device Type	Location	Type	ScanID
Zone/Circuit: 2				
2	Smoke Detector			64949524
02/03	Module			64949478
3	Smoke Detector			64949520
04	Smoke Detector			64949529
5	Smoke Detector			64949537
05/06	Module			64949474
6	Smoke Detector			64949539
7	Smoke Detector			64949528
8	Duct Detector			64949519
9	Duct Detector			64949516
10	Smoke Detector			64949507
10	Tamper Switch			64949269
11	Smoke Detector			64949505
12	Smoke Detector			64949503
14	Duct Detector			64949495
15	Duct Detector			64949491
15	Module			64949404
16	Duct Detector			64949492
16	Programmable Relay			64949426
17	Module			64949530
17	Tamper Switch			64949532
17	Tamper Switch			64949535
18	Tamper Switch			64949534
18	Tamper Switch			64949536
18	Smoke Detector			64949466
19	Tamper Switch			64949533
19	Smoke Detector			64949464
20	Smoke Detector			64949443
20	Programmable Relay			64949425
21	Programmable Relay			64949500
21	Duct Detector		64949488	
22	Programmable Relay		64949501	
22	Duct Detector		64949486	
23	Duct Detector		64949485	
23	Programmable Relay		64949506	
24	Programmable Relay		64949499	
24	Duct Detector		64949424	
25	Duct Detector		666846755	
26	Duct Detector		64949420	

27	Duct Detector	64949452
29	Duct Detector	64949451
30	Programmable Relay	64949515
30	Duct Detector	64949431
31	Smoke Detector	64949417
32	Smoke Detector	64949384
33	Duct Detector	64949382
34	Duct Detector	64949447
36	Duct Detector	64949419
38	Smoke Detector	64949427
39	Smoke Detector	64949508
42	Smoke Detector	64949423
56	Duct Detector	64949502
57	Duct Detector	64949504
58	Smoke Detector	64949407
102	Waterflow Switch	64949480
103	Pull Station	64949525
103	Tamper Switch	64949479
104	Pull Station	64949543
105	Tamper Switch	64949475
106	Waterflow Switch	64949476
107	Waterflow Switch	64949398
108	Tamper Switch	64949399
109	Pull Station	64949416
110	Pull Station	64949395
111	Pull Station	64949374
112	Tamper Switch	64949371
113	Waterflow Switch	64949372
125	Pull Station	64949449
135	Pull Station	64949402
140	Pull Station	64949481
171	Pull Station	64949471

Zone/Circuit: 3

01	Programmable Relay	64949283
03	Module	64949438
05	Programmable Relay	64949282
07	Module	64949301
08	Programmable Relay	64949304
10	Module	64949270
11	Module	64949303
12	Module	64949302
30	CO Detector	66846746
35	Smoke Detector	64949494
35	Smoke Detector	64949462
36	Smoke Detector	64949355
37	Duct Detector	64949354
37/38	Module	64949288
38	Duct Detector	64949362
39	Duct Detector	64949463
39	Module	64949290
40	Duct Detector	64949360
41	Smoke Detector	64949461
41/42	Module	64949267

42	Smoke Detector	64949323
43	Duct Detector	64949319
44	Heat Detector	64949281
45	Smoke Detector	64949257
46	Smoke Detector	64949286
47	Smoke Detector	64949289
48	Duct Detector	64949307
49	Duct Detector	64949306
50	Smoke Detector	64949278
51	Duct Detector	64949250
52	Smoke Detector	64949248
53	Duct Detector	64949260
53	Monitor Device	64949249
54	Smoke Detector	64949280
55	Smoke Detector	64949442
56	Smoke Detector	64949439
57	Smoke Detector	64949254
81	Programmable Relay	64949287
110	Tamper Switch	66846753
114	Pull Station	64949348
115	Waterflow Switch	64949369
116	Tamper Switch	64949368
117	Pull Station	64949352
118	CO Detector	64949333
119	CO Detector	64949330
120	CO Detector	64949329
121	CO Detector	64949334
124	CO Detector	64949322
125	Tamper Switch	64949309
126	Waterflow Switch	64949308
127	Pull Station	64949326
128	Tamper Switch	64949271
129	Waterflow Switch	64949272
131	Tamper Switch	64949298
132	CO Detector	64949311
132	Tamper Switch	64949299
133	Tamper Switch	64949295
134	Tamper Switch	64949296
135	Tamper Switch	64949293
136	Tamper Switch	64949294
140	Pull Station	64949266
142	Waterflow Switch	64949268
143	Module	64949441
143	Tamper Switch	64949440
145	Pull Station	64949258
152	Pull Station	64949314
155	Pull Station	64949275
156	CO Detector	64949315
157	CO Detector	64949324
158	CO Detector	64949325
159	CO Detector	64949277
160	CO Detector	64949256

07/08	Horn/Strobe Module		64949337
15	Module		64949400
15	Module		64949373
18/19	Module		64949370
22	CO Detector		64949531
25/26	Module		64949316
28/29	Module		64949310
31/32	Module		64949273
33/34	Module		64949297
35/36	Module		64949291
46/47	Module		64949292
48/49	Module		64949255
61/62	Module		64949264
			64949265



Certificate of Occupancy

CO Number:1063925-0000004

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified.No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued.*This document or a copy shall be available for inspection at the building at all reasonable times.*

<p>A. Borough: MANHATTAN Address: 4280 BROADWAY Building Identification Number(BIN): 1063925</p>	<p>Block Number: 2164 Lot Number(s): 16 Additional Lot Number(s): Application Type: A1 - ALTERATION TYPE 1</p>	<p>Full Building Certificate Type: Temporary Date Issued: 07/15/2022</p>
<p>This building is subject to this Building Code: Prior to 1968</p>		
<p>This Certificate of Occupancy is associated with job# 122755321-01</p>		
<p>B. Construction Classification: 3: NON-FIREPROOF STRUCTURES Building Occupancy Group classification: E - EDUCATIONAL Multiple Dwelling Law Classification: Not Available</p>		
<p>No.of stories: 2</p>	<p>Height in feet: 38</p>	<p>No.of dwelling units: Not Available</p>
<p>C. Fire Protection Equipment: Fire Alarm System, Sprinkler System</p>		
<p>D. Parking Spaces and Loading Berths: Open Parking Spaces: 0 Enclosed Parking Spaces: 0 Total Loading Berths: Not available</p>		
<p>E. This Certificate is issued with the following legal limitations: Restrictive Declaration: None Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None</p>		
<p>Borough Comments:</p>		

Borough Commissioner

Commissioner



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
Cellar	S-2	N/A	OG	6b	N/A	613-76	Final	
Description of Use: [REDACTED]						Exceptions:		
Cellar	S-2	0	OG	6B	0	Pre B.I.S Alt # 1682 of 1966 Final CO # 66176 (issued 07-03-1968) updated in B.I.S Alt-1 # 122755321 to just "Boiler Room" [BC/OCC Group S-2] total of 18 TCO's on B.I.S ALT-1.	Final	
Description of Use: [REDACTED]						Exceptions:		
Floor 1	B	185	120	6	N/A	1682-1966	Final	
Description of Use: [REDACTED]						Exceptions:		
Floor 2	E	278	100	3	N/A	122755321	Temporary	10/13/2022
Description of Use: [REDACTED]						Exceptions:		
Floor 2	E	147	100	3	N/A	122755321	Temporary	10/13/2022
Description of Use: [REDACTED]						Exceptions:		

CofO Comments:

Borough Commissioner

Commissioner