Application: The Equity Project Charter School

Shelly Gupta - shelly.gupta@tepcharter.org 2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Aug 2 2021

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 2020-2021 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) <u>before</u> 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, 2021) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

THE EQUITY PROJECT CHARTER SCHOOL 310600860929

a1. Popular School Name
TEP Charter School
b. CHARTER AUTHORIZER (As of June 30th, 2021)
Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.
NEW YORK CITY CHANCELLOR OF EDUCATION
c. DISTRICT / CSD OF LOCATION
CSD # 6 - MANHATTAN
d. DATE OF INITIAL CHARTER
1/2008
e. DATE FIRST OPENED FOR INSTRUCTION
9/2009

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

MISSION STATEMENT

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 (<u>Briefly</u> 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)	
www.tepcharter.org	
i. TOTAL MAX APPROVED ENROLLMENT FOR THE program enrollment)	2020-2021 SCHOOL YEAR (exclude Pre-K
1080	
j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 20	21 (exclude Pre-K program enrollment)
1075	
k. GRADES SERVED IN SCHOOL YEAR 2020-2021	(exclude Pre-K program students)
Check all that apply	
Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8

11. 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 2021-2022?

Yes, 3 sites

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 Avenue, T30, New York, NY 10040	(347) 778-0601	NYC CSD 6	2, 3, 4	

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Casey Ash	646-254-6451		casey.ash@tepchar ter.org
Operational Leader	Aaron Villela	646-254-6451		<u>aaron.villela@tepc</u> <u>harter.org</u>
Compliance Contact	Aaron Villela	646-254-6451		<u>aaron.villela@tepc</u> <u>harter.org</u>
Complaint Contact	Aaron Villela	646-254-6451		<u>aaron.villela@tepc</u> <u>harter.org</u>
DASA Coordinator	Aaron Villela	646-254-6451		<u>aaron.villela@tepc</u> <u>harter.org</u>
Phone Contact for After Hours Emergencies				

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	Is school	If so, list	Is school	If so, list the	School at
	will leave	working with	year	working with	proposed	Full Capacity
	current co-	NYCDOE to	expansion	NYCDOE to	space and	at Site
	location	expand into	will occur.	move to	year planned	
		current		separate	for move	
		space?		space?		
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.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

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, 2	K, 1, 2

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Casey Ash	212-328-1775		casey.ash@tepchar ter.org
Operational Leader	Aaron Villela	212-328-1775		<u>aaron.villela@tepc</u> <u>harter.org</u>
Compliance Contact	Aaron Villela	212-328-1775		<u>aaron.villela@tepc</u> <u>harter.org</u>
Complaint Contact	Aaron Villela	212-328-1775		<u>aaron.villela@tepc</u> <u>harter.org</u>
DASA Coordinator	Aaron Villela	212-328-1775		<u>aaron.villela@tepc</u> <u>harter.org</u>
Phone Contact for After Hours Emergencies	Aaron Villela	212-328-1775		<u>aaron.villela@tepc</u> <u>harter.org</u>

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

m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 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.

Site 2 Certificate of Occupancy (COO)

4280 BWAY TCO 18 EXT from 5-12-21 to 8-10-21.pdf

Filename: 4280 BWAY TCO 18 EXT from 5-12-21 to 8-10-21.pdf Size: 1.1 MB

Site 2 Fire Inspection Report

AFAP biannual inspection May 2021.pdf

Filename: AFAP biannual inspection May 2021.pdf Size: 134.0 kB

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	

m3a. Please provide the contact information for Site 3.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Casey Ash	347-778-0601		casey.ash@tepchar ter.org
Operational Leader	Aaron Villela	347-778-0601		<u>aaron.villela@tepc</u> <u>harter.org</u>
Compliance Contact	Aaron Villela	347-778-0601		<u>aaron.villela@tepc</u> <u>harter.org</u>
Complaint Contact	Aaron Villela	347-778-0601		<u>aaron.villela@tepc</u> <u>harter.org</u>
DASA Coordinator	Aaron Villela	347-778-0601		<u>aaron.villela@tepc</u> <u>harter.org</u>
Phone Contact for After Hours Emergencies	Aaron Villela	347-778-0601		<u>aaron.villela@tepc</u> <u>harter.org</u>

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

m3d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 3 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.

Site 3 Certificate of Occupancy (COO)

153 Sherman Avenue FINAL CO 122147765 DOB NOW 1064765-0000002 7.21.21 (002).pdf

Filename: 153 Sherman Avenue FINAL CO 122147765 DOB NOW 1064765-0000002 7.21.21 (002).pdf

Size: 61.5 kB

Site 3 Fire Inspection Report

TEP-Charter-School July 2021 inspection report Empire.pdf

Filename: TEP-Charter-School July 2021 inspection report Empire.pdf Size: 649.5 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 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 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Aaron Villela
Position	CEO
Phone/Extension	212-328-1775
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).

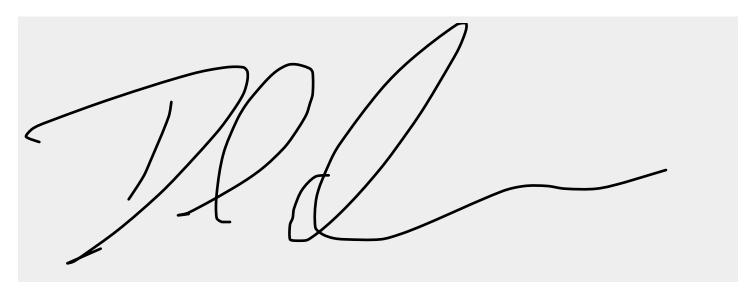
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 2 2021



Thank you.

Entry 3 Progress Toward Goals

Completed Nov 1 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 school year, any academic or 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". **Deadline is November 1, 2021.**

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

Board of Regents-authorized and NYCDOE-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, 2021.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 school year, any academic 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".

2020-2021 Progress Toward Attainment of Academic Goals

Academic Stude	ent Measure Used to	Goal - Met, Not	If not met,
Performance Go	eal Evaluate Progress	Met or Unable to	describe efforts
	Toward Attainment	Assess	the school will tak

		of Goal		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 Mathematics examination must exceed such percentage for the Community School District (CSD).	NYS 2021 ELA Exam	Unable to Assess	50% of TEP students in Grades 3-8 achieved proficiency on the 2021 NYS ELA Exam versus 48% proficient in Community School District 6. At TEP, 78% of students (Grades 3-8) participated in the NYS 2021 ELA Exams. However, only 9% of students in NYC Community School District 6 took the exams. Because these percentages may not be representative of the larger student population within the district, these results cannot be fully assessed.
	For each year of the school's renewal charter term, the percentage of the school's students			50% of TEP students in Grades 3-8 achieved proficiency on the 2021 NYS ELA Exam versus 64% proficient in NYC. At TEP, 78% of students (Grades 3-8) participated in the NYS 2021 ELA

Academic Goal 2	who score at or above Level 3 on the New York State ELA examination must exceed such percentage for New York City.	NYS 2021 ELA Exam	Unable to Assess	Exams. However, only 21% of students in NYC took the exams. Because these percentages may not be representative of the larger student population within the city, these results cannot be fully assessed.
Academic Goal 3	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 the Community School District (CSD).	NYS 2021 Math Exam	Unable to Assess	41% of TEP students in Grades 3-8 achieved proficiency on the 2021 NYS Math Exam versus 32% proficient in Community School District 6. At TEP, 78% of students (Grades 3-8) participated in the NYS 2021 Math Exams. However, only 9% of students in NYC Community School District 6 took the exams. Because these percentages may not be representative of the larger student population within the district, these results cannot be fully assessed.
				41% of TEP students in Grades 3-8 achieved

Academic Goal 4	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.	NYS 2021 Math Exam	Unable to Assess	proficiency on the 2021 NYS Math Exam versus 49% proficient in NYC. At TEP, 78% of students (Grades 3-8) participated in the NYS 2021 Math Exams. However, only 21% of students in NYC took the exams. Because these percentages may not be representative of the larger student population within the city, these results cannot be fully assessed.
Academic Goal 5	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.	NYS 2021 ELA Exam	Unable to Assess	NYS Exams were not administered in 2020. At TEP, 78% of students participated in the NYS 2021 ELA and Math Exams.
Academic Goal 6	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	NYS 2021 Math Exam	Unable to Assess	NYS Exams were not administered in 2020. At TEP, 78% of students participated in the NYS 2021 ELA and Math Exams.

	term.			
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 2021 ELA Exam	Unable to Assess	At TEP, 78% of students participated in the NYS 2021 ELA and Math Exams. Positive academic growth cannot be measured as NYS did not administer ELA or Math Exams in 2020 due to the pandemic.
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 2021 ELA Exam	Unable to Assess	At TEP, 78% of students participated in the NYS 2021 ELA and Math Exams. Positive academic growth cannot be measured as NYS did not administer ELA or Math Exams in 2020 due to the pandemic.
	Where the school has an eligible subgroup			

Academic Goal 9	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 ELA examination proficiency rates for that applicable population in each year of the charter term.	NYS 2021 ELA Exam	Unable to Assess	At TEP, 78% of students participated in the NYS 2021 ELA and Math Exams. Positive academic growth cannot be measured as NYS did not administer ELA or Math Exams in 2020 due to the pandemic.
Academic Goal 10	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.	NYS 2021 Math Exam	Unable to Assess	At TEP, 78% of students participated in the NYS 2021 ELA and Math Exams. Positive academic growth cannot be measured as NYS did not administer ELA or Math Exams in 2020 due to the pandemic.

2020-2021 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 2021 Math Exam	Unable to Assess	At TEP, 78% of students participated in the NYS 2021 ELA and Math Exams. Positive academic growth cannot be measured as NYS did not administer ELA or Math Exams in 2020 due to the pandemic.
	Where the school has an eligible subgroup population (deemed as six or more students) of students eligible			At TEP, 78% of students participated in the

Academic Goal 12	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 2021 Math Exam	Unable to Assess	NYS 2021 ELA and Math Exams. Positive academic growth cannot be measured as NYS did not administer ELA or Math Exams in 2020 due to the pandemic.
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 response)

2020-2021 Progress Toward Attainment of Academic Goals

Academic Student	Measure Used to	Goal - Met, Not	If not met,
Performance Goal	Evaluate Progress	Met or Unable to	describe efforts
	Toward Attainment	Meet	the school will take
	of Goal		to meet goal. If
			unable to assess

		goal, type N/A for Not Applicable
Academic Goal 21		
Academic Goal 22		
Academic Goal 23		
Academic Goal 24		
Academic Goal 25		
Academic Goal 26		
Academic Goal 27		
Academic Goal 28		
Academic Goal 29		
Academic Goal 30		
Academic Goal 31		
Academic Goal 32		
Academic Goal 33		
Academic Goal 34		
Academic Goal 35		
Academic Goal 36		
Academic Goal 37		
Academic Goal 38		
Academic Goal 39		
Academic Goal 40		
Academic Goal 41		
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Academic Goal 45		

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Academic Goal 59		
Academic Goal 60		
Academic Goal 61		
Academic Goal 62		
Academic Goal 63		
Academic Goal 64		
Academic Goal 65		
Academic Goal 66		
Academic Goal 67		
Academic Goal 59		
Academic Goal 60		
Academic Goal 61		
Academic Goal 62		

4. ORGANIZATION GOALS

For the 2020-2021 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".

2020-2021 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.	N/A. This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2020-21 school year.	Unable to Assess	N/A
	Each year, the percentage of students enrolled in ATS on 10/31 of			

Org Goal 2	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 the citywide average for high schools.	N/A. TEP Reenrollment rate TBD. This information is typically provided to TEP by NYC DOE. This has not yet been provided to TEP.	Unable to Assess	N/A
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.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2020-21 school year.	Unable to Assess	N/A
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.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2020-21 school year.	Unable to Assess	N/A
Org Goal 5	Each year, the school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been	Unable to Assess	N/A

	students eligible for free and reduced price lunch.	provided to TEP for the 2020-21 school year.		
Org Goal 6	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for English language learners.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2020-21 school year.	Unable to Assess	N/A
Org Goal 7	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students with disabilities.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2020-21 school year.	Unable to Assess	N/A
Org Goal 8	Each year, the school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents, for students eligible for free and reduced price lunch.	N/A This information is typically provided to TEP by NYC DOE in TEP's ACR report. This has not yet been provided to TEP for the 2020-21 school year.	Unable to Assess	N/A
	In each year of the charter term, parents will express satisfaction with			

Org Goal 9	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., 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.	A total of 968 TEP families (approximately 90% of TEP families) completed the 2021 NYC School Survey results. Citywide averages were unavailable in the data provided.	Unable to Assess	N/A
Org Goal 10	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	A total of 72 TEP staff members (approximately 70% of eligible TEP staff) completed the 2021 NYC School Survey results. Citywide averages were unavailable in the	Unable to Assess	N/A

	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.	data provided.		
Org Goal 11	In each year of the charter term, students will express satisfaction with the school's program, 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.	A total of 328 TEP students (approximately 91% of eligible TEP students) completed the 2021 NYC School Survey results. Citywide averages were unavailable in the data provided.	Unable to Assess	N/A
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

2020-2021 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, 2020 June 30, 2021.	Met	
	Each year, the school will operate on a balanced	Independent Financial Audit. As demonstrated by TEP's audited		

Financial Goal 2	budget. A budget will be considered "balanced" if revenues equal or exceed expenditures.	financial statements, TEP maintained a balanced budget for the period from July 1, 2020 June 30, 2021.	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 1070 students. This was within 1% of TEP's full student enrollment.	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No	
----	--

Thank you.

Entry 4 - Audited Financial Statements

Completed Nov 1 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021.** SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the <u>Annual Report Portal</u> no later than **November 1, 2021**. 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 protection

are turned off.

PLEASE NOTE: 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 xRMh36r.pdf Size: 578.8 kB

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

Completed Nov 1 2021

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 website at <u>2020-2021 Charter School Annual Report webpage</u>. Upload the completed file in Excel format. **Due November 1, 2021.**

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 FY21

Filename: TEP Audited Annual Financial Repor P9deQBR.xlsx Size: 63.6 kB

Entry 4c - Additional Financial Documents

Completed Nov 1 2021

<u>Instructions - Regents, NYCDOE and Buffalo BOE authorized schools</u> must upload financial documents in this section **by November 1, 2021**. 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.

TD Escrow 6306 Aug 2021 Statement

Filename: TD Escrow 6306 Aug 2021 Statement.pdf Size: 936.5 kB

The Equity Project Charter School Mgmt Ltr

Filename: The Equity Project Charter School Mgmt Ltr.pdf Size: 145.2 kB

The Equity Project Charter School FST

Filename: The Equity Project Charter School FST.pdf Size: 444.1 kB

Entry 4d - Financial Services Contact Information

Completed Nov 1 2021

<u>Instructions:</u> Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation by November 1, 2021.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

School Based Fiscal	School Based Fiscal	School Based Fiscal
Contact Name	Contact Email	Contact Phone
Shelly Gupta		

2. Audit Firm Contact Information

School Audit	School Audit	School Audit	Years Working With
Contact Name	Contact Email	Contact Phone	This Audit Firm
Gus Saliba			

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
Not Applicable					

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Aug 2 2021

<u>Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools</u> should upload a copy of the school's FY21 Budget using the 2021-2022 <u>Projected Annual Budget template</u> in the portal or from the Annual Report website **by November 1, 2021**.

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.

<u>Instructions - SUNY authorized charter schools</u> should download the <u>2021-2022 Budget and</u> <u>Quarterly Report Template</u> on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

FY22 Budget - Board Approved - Public

Filename: FY22 Budget Board Approved Public.pdf Size: 1.4 MB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 2 2021

Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: Disclosure of Financial Interest Form
- SUNY- Authorized Charter Schools: SUNY Trustee Financial Disclosure Form

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

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. Note: Docusign is accepted.

BOT Financial Disclosure Forms - 20-21 Report

Filename: BOT Financial Disclosure Forms 20 1A5BPOm.pdf Size: 5.9 MB

Entry 7 BOT Membership Table

Completed Aug 2 2021

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.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	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 Meeting s Attende d During 2020- 2021
1	David Colema n		Chair	n/a	Yes	13	7/1/202 0	6/30/20 21	7
2	Laura Tavormi na		Vice Chair	Finance and Board Treasure r	Yes	13	7/1/202 0	6/30/20 21	12
3	Sean Juan		Secretar y	n/a	Yes	5	7/1/202 0	6/30/20 21	12
4	Andrew Buher		Trustee/ Member	n/a	Yes	5	7/1/202 0	6/30/20 21	10
5	Brooks Clark		Trustee/ Member	n/a	Yes	9	7/1/202 0	6/30/20 21	10
6									
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, 2021	5
b.Total Number of Members Added During 2020- 2021	0
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

112

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 2 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

2020-TEP-BOT-Meeting-Minutes_07_27-20

Filename: 2020 TEP BOT Meeting Minutes 07 27 20.pdf Size: 145.6 kB

2020-TEP-BOT-Meeting-Minutes 08 31-20

Filename: 2020 TEP BOT Meeting Minutes 08 31 20.pdf Size: 103.4 kB

2020-TEP-BOT-Meeting-Minutes 09 21-20

Filename: 2020 TEP BOT Meeting Minutes 09 21 20.pdf Size: 104.0 kB

2021-TEP-BOT-Meeting-Minutes_03_08-21

Filename: 2021 TEP BOT Meeting Minutes 03 08 21.pdf Size: 104.7 kB

2021-TEP-BOT-Meeting-Minutes 01 11-21

Filename: 2021 TEP BOT Meeting Minutes 01 11 21.pdf Size: 126.1 kB

2021-TEP-BOT-Meeting-Minutes 06 07-21

Filename: 2021 TEP BOT Meeting Minutes 06 07 21.pdf Size: 108.7 kB

2021-TEP-BOT-Meeting-Minutes 04 19-21

Filename: 2021 TEP BOT Meeting Minutes 04 19 21.pdf Size: 122.8 kB

2021-TEP-BOT-Meeting-Minutes_02_08-21

Filename: 2021 TEP BOT Meeting Minutes 02 08 21.pdf Size: 127.4 kB

2020-TEP-BOT-Meeting-Minutes 11 16-20

Filename: 2020 TEP BOT Meeting Minutes 11 16 20.pdf Size: 127.8 kB

2020-TEP-BOT-Meeting-Minutes_10_19-20

Filename: 2020 TEP BOT Meeting Minutes 10 19 20.pdf Size: 127.3 kB

2021-TEP-BOT-Meeting-Minutes_05_24-21

Filename: 2021 TEP BOT Meeting Minutes 05 24 21.pdf Size: 125.9 kB

2020-TEP-BOT-Meeting-Minutes_12_16-20

Filename: 2020 TEP BOT Meeting Minutes 12 16 20.pdf Size: 120.9 kB

Entry 9 Enrollment & Retention

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 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 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, 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 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	As of the 2019-2020 school year, 92% 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%). Source: NYSED's Student Information Repository System (SIRS)	As of the 2019-2020 school year, 92% 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%). Source: NYSED's Student Information Repository System (SIRS)

TEP will maintain its current practices.

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.

TEP holds Open House events for prospective parents and families. From January through March of each year, TEP holds 3 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 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

English Language Learners

As of the 2019-2020 school year, 26% of students enrolled at TEP were classified as ELLs. This rate was slightly lower than that of TEP's district, NYC CSD #6 (27%).

Source: NYSED's Student Information Repository System (SIRS)

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.

TEP will maintain its current practices.

Each year, TEP's Admissions Lottery process explicitly preferences 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.

Students with Disabilities

As of the 2019-2020 school year, 26% of students enrolled at TEP were classified as students with disabilities. This rate was slightly lower than that of TEP's district, NYC CSD #6 (23%).

Source: NYSED's Student Information Repository System (SIRS)

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 2020-2021	Describe Retention Plans in 2021-2022
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 (85%). This data is based on the most recently updated data from NYC DOE (from the 2017-18 school year).	TEP will maintain its current practices.
English Language Learners	TEP retained over 90% of ELL students. This rate was significantly above that of TEP's CSD #6 (84%), This data is based on the most recently updated data from NYC DOE (from the 2017-18 school year). Source: NYC Department of Education 2018-19 ACR for The Equity Project Charter School.	TEP will maintain its current practices.
Students with Disabilities	TEP retained over 90% of SPED students. This rate was significantly above that of TEP's CSD #6 (83%). This data is based on the most recently updated data from NYC DOE (from the 2017-18 school year). Source: NYC Department of Education 2018-19 ACR for The Equity Project Charter School.	TEP will maintain its current practices.

Entry 10 - Teacher and Administrator Attrition

Completed Aug 2 2021

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 that 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 <u>not</u> employed by the school.

[1] Employees that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/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

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates <u>automatically</u> 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

http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf.

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 2 2021

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, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
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. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
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, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category C: not to exceed 5	3.0

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	11

CATEGORY E: TOTAL FTE COUNT OF <u>CERTIFIED</u> TEACHERS

	FTE Count
Total Category E	75

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	85



Thank you.

Entry 12 Organization Chart

Completed Aug 2 2021

Instructions

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

Upload the 2020-2021 **Organization Chart.** The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

2020-2021 Org Chart

Filename: 2020 2021 Org Chart.pdf Size: 91.3 kB

Entry 13 School Calendar

Completed Nov 1 2021

Instructions for submitting School Calendar

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the <u>minimum instructional requirements</u> 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 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.

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

TEP Calendar 2021-22 STUDENTS

Filename: TEP Calendar 2021 22 STUDENTS.pdf Size: 455.1 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 2 2021

Instructions

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

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. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
- 2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
- 3. Link to New York State School Report Card;
- 4. Lottery Notice announcing date of lottery;
- 5. Authorizer-approved DASA Policy;
- 6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo);
- 7. Authorizer-approved FOIL Policy; and
- 8. Subject matter list of FOIL records.
- 9. Link to School Reopening Plan

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 5: Authorizer-approved DASA 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. Most Recent Annual Report (i.e., 2019-20)	https://tepcharter.org/public-info/
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://tepcharter.org/public-info/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://tepcharter.org/public-info/
3. Link to NYS School Report Card	https://tepcharter.org/public-info/
4. Lottery Notice announcing date of lottery	https://tepcharter.org/public-info/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://tepcharter.org/public-info/
6. District-wide Safety Plan	https://tepcharter.org/public-info/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://tepcharter.org/public-info/
7. Authorizer-Approved FOIL Policy	https://tepcharter.org/public-info/
8. Subject matter list of FOIL records	https://tepcharter.org/public-info/



Thank you.

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

June 30, 2021 and 2020

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

June 30, 2021 and 2020

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Independent Auditors' Report

Board of Trustees
The Equity Project Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of The Equity Project Charter School (the "School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Trustees The Equity Project Charter SchoolPage 2

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, 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.

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 on page 19 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 25, 2021, on our consideration of the 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 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 School's internal control over financial reporting and compliance.

Harrison, New York October 25, 2021

PKF O'Connor Davies LLP

Statements of Financial Position

	June 30,	
	2021	2020
ASSETS		
Current Assets		
Cash	\$ 2,565,690	\$ 1,361,241
Cash - reserves for facilities	190,013	32,903
Grants and contracts receivable	529,539	477,430
Contributions receivable	275,000	800,000
Prepaid expenses and other current assets	149,509	132,045
Total Current Assets	3,709,751	2,803,619
Property and equipment, net	3,751,307	4,342,367
Loan receivable	8,390,890	8,390,890
Restricted cash	75,163	75,037
Cash - interest reserve	330,000	330,000
Security deposit	132,613	133,613
	\$ 16,389,724	\$ 16,075,526
LIABILITIES AND NET ASSETS Current Liabilities		
Accounts payable and accrued expenses	\$ 652,684	\$ 442,461
Accrued payroll and payroll taxes	1,189,849	1,241,073
Deferred rent, current portion	49,245	23,857
Due to related party	103,960	63,135
Refundable advances	56,834	4,409
Total Current Liabilities	2,052,572	1,774,935
Construction loan payable	500,000	1,000,000
Paycheck Protection Program loan payable	2,570,485	2,570,485
Deferred rent	463,984	513,229
Total Liabilities	5,587,041	5,858,649
Net Assets		
Without donor restrictions	10,527,683	9,416,877
With donor restrictions	275,000	800,000
Total Net Assets	10,802,683	10,216,877
	\$ 16,389,724	\$ 16,075,526

Statement of Activities Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
ODEDATING DEVENUE	1100010000	- Trockhouoric	Total
OPERATING REVENUE	¢ 20 727 E42	c	¢ 20 727 E42
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	<u>-</u>	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

Statement of Activities Year Ended June 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
OPERATING REVENUE			
State and local per pupil operating revenue	\$ 18,730,709	\$ -	\$ 18,730,709
State and local per pupil facilities funding	821,144	-	821,144
Federal grants	1,007,628	-	1,007,628
Federal IDEA and E-Rate	285,026	-	285,026
State grants	87,660		87,660
Total Operating Revenue	20,932,167		20,932,167
EXPENSES			
Program Services			
Regular education	15,295,483	-	15,295,483
Special education	4,760,866	<u> </u>	4,760,866
Total Program Services	20,056,349	-	20,056,349
Supporting Services			
Management and general	1,837,012	-	1,837,012
Fundraising	18,200	<u> </u>	18,200
Total Expenses	21,911,561		21,911,561
(Deficit) from Operations	(979,394)	-	(979,394)
SUPPORT AND OTHER REVENUE			
Capital campaign	25,921	525,000	550,921
Donated goods	32,000	-	32,000
Interest and other income	139,884	-	139,884
Net assets released from restrictions	25,000	(25,000)	<u>-</u> _
Total Support and Other Revenue	222,805	500,000	722,805
Change in Net Assets	(756,589)	500,000	(256,589)
NET ASSETS			
Beginning of year	10,173,466	300,000	10,473,466
End of year	\$ 9,416,877	\$ 800,000	\$ 10,216,877

Statement of Functional Expenses Year Ended June 30, 2021

			Program Services	;	Support	Services	
	No. of	Regular	Special		Management		
	Positions	Education	Education	Total	and General	Fundraising	Total
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

Statement of Functional Expenses Year Ended June 30, 2020

			Program Services		Support	Services	
	No. of	Regular	Special		Management		
	Positions	Education	Education	Total	and General	Fundraising	Total
Personnel Services Costs:							
Administrative staff personnel	31	\$ 923,073	\$ 281,119	\$ 1,204,192	\$ 1,063,475	\$ 13,751	\$ 2,281,418
Instructional personnel	82	7,499,381	2,366,782	9,866,163	-	-	9,866,163
Non-instructional personnel	33	917,071	274,943	1,192,014	57,722	1,452	1,251,188
Total Personnel Services Costs	146	9,339,525	2,922,844	12,262,369	1,121,197	15,203	13,398,769
Fringe benefits and payroll taxes		1,425,416	446,090	1,871,506	171,119	2,320	2,044,945
Retirement		141,855	44,394	186,249	17,029	231	203,509
Legal service		-	-	-	2,505	-	2,505
Accounting/audit services		-	-	-	46,681	-	46,681
Other purchased/professional/consulting serv	/ices	201,090	61,378	262,468	72,718	193	335,379
Building and land rent/lease		1,532,811	479,700	2,012,511	186,507	-	2,199,018
Repairs and maintenance		171,214	53,582	224,796	20,833	-	245,629
Insurance		121,152	37,915	159,067	14,741	-	173,808
Utilities		141,115	44,163	185,278	17,170	-	202,448
Supplies/materials		576,636	165,426	742,062	-	-	742,062
Staff development		69,091	21,491	90,582	7,815	51	98,448
Marketing/recruitment		86,436	27,051	113,487	10,517	-	124,004
Technology		247,685	77,514	325,199	30,137	-	355,336
Student services		295,213	83,708	378,921	211	-	379,132
Office expense		164,220	51,393	215,613	19,779	202	235,594
Depreciation and amortization		692,560	216,740	909,300	84,268	-	993,568
Other		89,464	27,477	116,941	13,785	_	130,726
Total Expenses		\$ 15,295,483	\$ 4,760,866	\$ 20,056,349	\$ 1,837,012	\$ 18,200	\$ 21,911,561

Statements of Cash Flows

	Year Ended June 30,			
		2021		2020
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in net assets	\$	585,806	\$	(256,589)
Adjustments to reconcile change in net assets to				
net cash from operating activities				
Depreciation and amortization		1,037,736		993,568
Deferred rent		(23,857)		790
Loss on disposal of property and equipment		-		2,198
In-kind donation of equipment		-		(32,000)
Changes in operating assets and liabilities				
Grants and contracts receivable		(52,109)		(387,745)
Contributions receivable		525,000		(500,000)
Prepaid expenses, other current assets and security deposits		(16,464)		9,342
Accounts payable and accrued expenses		210,223		(161,027)
Accrued payroll and payroll taxes		(51,224)		189,429
Due to related party		40,825		(52,844)
Refundable advances		52,425		1,008
Net Cash from Operating Activities		2,308,361		(193,870)
CASH FLOWS FROM INVESTING ACTIVITY				
Purchases of property and equipment	_	(446,676)		(855,495)
CASH FLOWS FROM FINANCING ACTIVITIES				
Paycheck Protection Program loan proceeds		_		2,570,485
Payments on construction loan payable		(500,000)		(800,000)
Net Cash from Financing Activities		(500,000)		1,770,485
Ğ				
Net Change in Cash and Restricted Cash		1,361,685		721,120
CASH AND RESTRICTED CASH				
Beginning of year		1,799,181	_	1,078,061
End of year	\$	3,160,866	\$	1,799,181
SUPPLEMENTARY CASH FLOW INFORMATION				
Cash paid during the year for interest	\$	57,136	\$	95,035

Notes to Financial Statements June 30, 2021 and 2020

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 1,074 students in grades kindergarten through eighth during the 2020-2021 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 16).

Through December 31, 2021, The New York City Department of Education provided free lunches to kindergarten through fourth grade students, and through June 30, 2021, 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.

Notes to Financial Statements June 30, 2021 and 2020

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:

	2021	2020
Cash	\$ 2,565,690	\$ 1,361,241
Cash - reserves for facilities	190,013	32,903
Restricted cash	75,163	75,037
Cash - interest reserve	330,000	330,000
	\$ 3,160,866	\$ 1,799,181

Notes to Financial Statements June 30, 2021 and 2020

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 \$1,000 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, 2021 and 2020.

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.

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred. Marketing and recruitment costs for the years ended June 30, 2021 and 2020 amounted to \$135,322 and \$124,004.

Notes to Financial Statements June 30, 2021 and 2020

2. Summary of Significant Accounting Policies (continued)

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 non-governmental sources that include grants and contributions revenue, donated services, 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, 2018.

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.

Reclassification

Certain 2020 amounts have been reclassified to conform to the 2021 financial statement presentation.

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 25, 2021.

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.

Notes to Financial Statements June 30, 2021 and 2020

4. Contributions Receivable

Contributions receivable at June 30, 2021 and 2020 amounted to \$275,000 and \$800,000. The June 30, 2021 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, 2021 and 2020, no allowance for doubtful accounts has been deemed necessary.

5. Property and Equipment

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

	2021	2020
Equipment	\$ 2,553,974	\$ 2,265,908
Furniture and fixtures	1,053,886	1,047,686
Software	284,572	255,680
Musical instruments	115,588	115,588
Leasehold improvements	4,140,343	4,016,825
	8,148,363	7,701,687
Accumulated depreciation and amortization	(4,397,056)	(3,359,320)
	\$ 3,751,307	\$ 4,342,367

During the years ended June 30, 2021 and 2020, the School disposed of assets of \$0 and \$16,765 resulting in a loss of \$0 and \$2,198.

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:

	2021	2020
Financial assets at year end:		
Cash	\$ 2,565,690	\$1,691,241
Cash - reserves for facilities	190,013	32,903
Grants and contracts receivable	529,539	477,430
Contributions receivable	275,000	800,000
Total Financial Assets	3,560,242	3,001,574
Less amounts unavailable		
for general expenditure:		
Net Assets with donor restrictions	275,000	800,000
	\$ 3,285,242	\$2,201,574

Notes to Financial Statements June 30, 2021 and 2020

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.

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 \$293,765 and \$203,509 for the years ended June 30, 2021 and 2020.

9. Construction Loan Payable

Construction loan payable at June 30, 2021 and 2020 consists of the following two construction loan notes:

	 2021	2020
(a) Civic Charter Lender, Inc.	\$ 322,625	\$ 725,000
(b) The New York Pooled PRI Fund	 177,375	 275,000
	\$ 500,000	\$ 1,000,000

(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 is 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

Notes to Financial Statements June 30, 2021 and 2020

9. Construction Loan Payable (continued)

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 payments of \$402,375 and \$275,000 made during the years ended June 30, 2021 and 2020.

(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 is 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 payments of \$97,625 and \$525,000 made during the years ended June 30, 2021 and 2020.

Interest expense was \$57,136 and \$95,035 for the years ended June 30, 2021 and 2020.

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 TEPSCA share certain expenses that are settled through intercompany payments. There were no material transactions for the years ended June 30, 2021 and 2020

On August 4, 2016, the School entered into a facility lease agreement with TEPCSA, (see Note 16), to lease the land located at 153 Sherman Avenue, New York, New York.

At June 30, 2021 and 2020, the balance due to TEPCSA amounted to \$103,960 and \$63,135.

11. Net Assets with Donor Restrictions

Net assets with donor restrictions as of June 30, 2021 and 2020 consist of \$275,000 and \$800,000 due to a time restriction. Net assets released from restrictions amounted to \$525,000 and \$25,000 the years ended June 30, 2021 and 2020.

12. Donated Goods

Donated goods are recorded at their fair value when received. One entity provided equipment to the School at no charge. The value of this equipment meets the criteria for recognition in the financial statements and was recorded at a fair value of \$0 and \$32,000 for the years ended June 30, 2021 and 2020. This equipment was recorded under property and equipment, net in the accompanying 2020 statement of financial position.

Notes to Financial Statements June 30, 2021 and 2020

13. 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.

14. 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, 2021 and 2020, the School received approximately 90% 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.

15. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents 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, 2021 and 2020, approximately \$2,660,000 and \$1,300,000 of cash was maintained with an institution in excess of FDIC limits.

16. 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:

2022	;	\$	871,629
2023			897,778
2024			924,711
2025			952,453
2026	_		978,580
	<u>-</u>	\$ 4	,625,151

Notes to Financial Statements June 30, 2021 and 2020

16. 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:

2022	1,532,000
2023	1,532,000
2024	1,826,000
2025	1,826,000
2026	1,826,000
Thereafter	 40,172,000
	\$ 48,714,000

Rent expense under the TEPSCA 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 \$2,277,520 and \$2,199,018 for the years ended June 30, 2021 and 2020.

Equipment Rental

The School leases office equipment under non-cancelable lease agreements expiring at various dates through June 2023.

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

2022	\$	36,641
2023	<u> </u>	24,198
	\$	60,839

Equipment rental expense was \$50,884 and \$57,268 for the years ended June 30, 2021 and 2020.

Notes to Financial Statements June 30, 2021 and 2020

17. 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, has 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 has applied for forgiveness of the PPP Loan with respect to these covered expenses. The application is in the final stages of review with the bank. The School believes that most, if not all, of the PPP Loan will meet the requirements for debt forgiveness. To the extent that all or part of the PPP Loan is not forgiven, the School will be required to pay interest on the PPP Loan through the date principal is repaid in full or maturity date.

The SBA has stated it will review the needs certification on all loans over \$2,000,000. After the review, the SBA may determine that the School did not meet the need criteria to apply for the PPP Loan. In such a circumstance, the School may be forced to return part or all of the PPP Loan proceeds plus pay the accrued and unpaid interest. The School believes it was eligible to receive the PPP Loan proceeds.

18. 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.

* * * * *

Uniform Guidance Schedules and Reports

June 30, 2021

Schedule of Expenditures of Federal Awards Year Ended June 30, 2021

Federal Grantor/Pass-through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures	
U.S. Department of Agriculture					
Pass-through New York State Education Department:					
Fresh Fruit and Vegetable Program	10.582	Not Available	<u> </u>	\$ 24,932	
Pass-through New York State Education Department:					
Child Nutrition Cluster:					
School Breakfast Program	10.553	Not Available	-	20,840	
National School Lunch Program	10.555	Not Available	-	79,288	
Summer Food Service Program for Children	10.559	Not Available		564,977	
Total Child Nutrition Cluster			-	665,105	
Total U.S. Department of Agriculture				690,037	
U.S. Department of Education					
Pass-through New York State Education Department:					
Title I Grants to Local Educational Agencies Supporting Effective Instruction State Grants	84.010	0021-21-4510	-	330,050	
(Formerly Improving Teacher Quality State Grants)	84.367	0147-21-4510	_	31,259	
Student Support and Academic Enrichment Program	84.424	0204-21-4510	_	27,995	
English Language Acquisition State Grants	84.365	0293-21-4510	_	37,811	
Education Stabilization Fund/Elementary and Secondary				- ,-	
School Emergency Relief Fund	84.425D	5890-21-4510	-	337,713	
Total U.S. Department of Education				764,828	
Total Expenditures of Federal Awards			<u>\$ -</u>	\$ 1,454,865	

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

Notes to Schedule of Expenditures of Federal Awards Year Ended June 30, 2021

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, 2021. 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. Pass through entity identifying numbers are presented when available.

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") which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statement and have issued our report thereon dated October 25, 2021.

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 the 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 may exist that have not been identified.

Board of Trustees The Equity Project Charter SchoolPage 2

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.

Harrison, New York

PKF O'Connor Davies LLP

October 25, 2021



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

We have audited The Equity Project Charter School's (the "School") compliance with the types of compliance requirements described 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, 2021. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the School's major federal programs based on our audit of the types of compliance requirements referred to above. 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"). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the School's compliance.

Board of Trustees The Equity Project Charter SchoolPage 2

Opinion on Each Major Federal Program

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, 2021.

Report on Internal Control Over Compliance

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's 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 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 first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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.

October 25, 2021

PKF O'Connor Davies LLP

Schedule of Findings and Questioned Costs Year Ended June 30, 2021

Section I - Summary of Auditors' Results

<u>Financial Statements</u>	
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 <u>X</u> no
Significant deficiency(ies) identified?	yes X none reported
Noncompliance material to the financial statement	nts noted? yes <u>X</u> no
Federal Awards	
Internal control over major federal programs:	
Material weakness(es) identified?	yes <u>X</u> no
Significant deficiency(ies) identified?	yes <u>X</u> none reported
Type of auditors' report issued on compliance	
for major federal programs:	Unmodified
Any audit findings disclosed that are required	740/a\0
to be reported in accordance with 2 CFR 200.5	516(a)? yes <u>X</u> no
Identification of major federal programs:	
CFDA Number(s)	Name of Federal Program or Cluster
	- -
10.553, 10.555, and 10.559	Child Nutrition Cluster
Dollar threshold used to distinguish	
between Type A and Type B programs:	<u>\$750,000</u>
Auditee qualified as low-risk auditee?	yes <u>X</u> no

<u>Section II – Financial Statement Findings</u>

During our audit, we noted no material findings for the year ended June 30, 2021.

Section III – Federal Award Findings and Questioned Costs

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

Section IV – Prior Year Findings

There were no prior year audit findings.



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, 2021, 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.

Harrison, New York October 25, 2021

PKF O'Connor Davies, LLP

STATEMENT OF ACCOUNT



1 of 2

THE EQUITY PROJECT CHARTER SCHOOL 549 AUDUBON AVE T30 NEW YORK NY 10040-3401

Page: Statement Period: Aug 01 2021-Aug 31 2021 Cust Ref #: Primary Account #:

Overdraft Policy Change Effective August 6, 2021

The following change applies only to Commercial and Small Business Checking Accounts and Money Market Accounts with check access: TD is making changes to reduce Customer overdraft fees: Instead of charging an overdraft fee if you overdraw your account by greater than \$5, you may now overdraw your account by up to \$10 without TD charging you an overdraft fee.

7

Overdraft fees apply to a maximum of five (5) items per day per account and this will remain unchanged. For Business Checking accounts on Account Analysis Billing, all overdrafts, regardless of volume, are billed through Account Analysis. Please contact your Treasury Management Officer for further details.

TD Small Business Money Market Plus

THE EQUITY PROJECT CHARTER SCHOOL

Account #

Upcoming Changes Effective April 1, 2021

We are making changes to the way we're managing transaction limits on our non-transactional accounts. All non- transactional savings and money market accounts are allowed six (6) pre-authorized, automatic, electronic (including computer or mobile initiated) telephone withdrawals or transfers, payments by check, draft, debit card, or similar order payable to third parties or made payable to yourself each month. Your account will be charged a \$9 fee for the seventh (7th) and each additional transaction for the remainder of the month. Your account will no longer be converted to a transactional account. For more information, please refer to the supplement of the Business Deposit Account Agreement or Personal Deposit Account Agreement, both available at td.com

ACCOUNT SU	MMARY				_
Statement Ba	lance as	s of 08/01			75,166.29
Plus	0	Deposits and Other Credits			0.00
Plus		Interest Paid			3.19
Less	0	Checks and Other Debits			0.00
Statement Ba	lance as	s of 08/31			75,169.48
ACCOUNT AC	TIVITY				
Transactions	by Dat	e			
DATE DESCR	IPTION		DEBIT	CREDIT	BALANCE
08/31 INTER	REST PA	AID		3.19	75,169.48
INTEREST SU	MMARY				
Beginning Inte	erest Ra	ite			0.05%
Number of da	ys in thi	s Statement Period			31
Interest Earne	ed this S	tatement Period			3.19
Annual Perce	ntage Y	ield Earned			0.05%
Interest Paid	Year to	date			56.69

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.

- Your ending balance shown on this statement is:
- 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.
- Subtract Line 4 from 3. This adjusted balance should equal your account balance.

Ending Balance	75,169.48
Total + Deposits	
Sub Total	
Total - Withdrawals	

Page:

Adjusted Balance

2 of 2

DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS	
Total Deposits		e e	

NITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS

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.



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, 2021, 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.

Harrison, New York October 25, 2021

PKF O'Connor Davies, LLP

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

June 30, 2021 and 2020

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

June 30, 2021 and 2020

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Independent Auditors' Report

Board of Trustees
The Equity Project Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of The Equity Project Charter School (the "School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Trustees The Equity Project Charter SchoolPage 2

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, 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.

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 on page 19 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 25, 2021, on our consideration of the 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 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 School's internal control over financial reporting and compliance.

Harrison, New York October 25, 2021

PKF O'Connor Davies LLP

Statements of Financial Position

	June 30,		
	2021	2020	
ASSETS			
Current Assets			
Cash	\$ 2,565,690	\$ 1,361,241	
Cash - reserves for facilities	190,013	32,903	
Grants and contracts receivable	529,539	477,430	
Contributions receivable	275,000	800,000	
Prepaid expenses and other current assets	149,509	132,045	
Total Current Assets	3,709,751	2,803,619	
Property and equipment, net	3,751,307	4,342,367	
Loan receivable	8,390,890	8,390,890	
Restricted cash	75,163	75,037	
Cash - interest reserve	330,000	330,000	
Security deposit	132,613	133,613	
	\$ 16,389,724	\$ 16,075,526	
LIABILITIES AND NET ASSETS Current Liabilities			
Accounts payable and accrued expenses	\$ 652,684	\$ 442,461	
Accrued payroll and payroll taxes	1,189,849	1,241,073	
Deferred rent, current portion	49,245	23,857	
Due to related party	103,960	63,135	
Refundable advances	56,834	4,409	
Total Current Liabilities	2,052,572	1,774,935	
Construction loan payable	500,000	1,000,000	
Paycheck Protection Program loan payable	2,570,485	2,570,485	
Deferred rent	463,984	513,229	
Total Liabilities	5,587,041	5,858,649	
Net Assets			
Without donor restrictions	10,527,683	9,416,877	
With donor restrictions	275,000	800,000	
Total Net Assets	10,802,683	10,216,877	
	\$ 16,389,724	\$ 16,075,526	

Statement of Activities Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
ODEDATING DEVENUE	1100010000	- Trockhouoric	Total
OPERATING REVENUE	¢ 20 727 E42	c	¢ 20 727 E42
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	<u>-</u>	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

Statement of Activities Year Ended June 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
OPERATING REVENUE			
State and local per pupil operating revenue	\$ 18,730,709	\$ -	\$ 18,730,709
State and local per pupil facilities funding	821,144	-	821,144
Federal grants	1,007,628	-	1,007,628
Federal IDEA and E-Rate	285,026	-	285,026
State grants	87,660		87,660
Total Operating Revenue	20,932,167		20,932,167
EXPENSES			
Program Services			
Regular education	15,295,483	-	15,295,483
Special education	4,760,866	<u> </u>	4,760,866
Total Program Services	20,056,349	-	20,056,349
Supporting Services			
Management and general	1,837,012	-	1,837,012
Fundraising	18,200	<u> </u>	18,200
Total Expenses	21,911,561		21,911,561
(Deficit) from Operations	(979,394)	-	(979,394)
SUPPORT AND OTHER REVENUE			
Capital campaign	25,921	525,000	550,921
Donated goods	32,000	-	32,000
Interest and other income	139,884	-	139,884
Net assets released from restrictions	25,000	(25,000)	<u>-</u> _
Total Support and Other Revenue	222,805	500,000	722,805
Change in Net Assets	(756,589)	500,000	(256,589)
NET ASSETS			
Beginning of year	10,173,466	300,000	10,473,466
End of year	\$ 9,416,877	\$ 800,000	\$ 10,216,877

Statement of Functional Expenses Year Ended June 30, 2021

			Program Services	;	Support	Services	
	No. of	Regular	Special		Management		
	Positions	Education	Education	Total	and General	Fundraising	Total
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

Statement of Functional Expenses Year Ended June 30, 2020

			Program Services		Support	Services	
	No. of	Regular	Special		Management		
	Positions	Education	Education	Total	and General	Fundraising	Total
Personnel Services Costs:							
Administrative staff personnel	31	\$ 923,073	\$ 281,119	\$ 1,204,192	\$ 1,063,475	\$ 13,751	\$ 2,281,418
Instructional personnel	82	7,499,381	2,366,782	9,866,163	-	-	9,866,163
Non-instructional personnel	33	917,071	274,943	1,192,014	57,722	1,452	1,251,188
Total Personnel Services Costs	146	9,339,525	2,922,844	12,262,369	1,121,197	15,203	13,398,769
Fringe benefits and payroll taxes		1,425,416	446,090	1,871,506	171,119	2,320	2,044,945
Retirement		141,855	44,394	186,249	17,029	231	203,509
Legal service		-	-	-	2,505	-	2,505
Accounting/audit services		-	-	-	46,681	-	46,681
Other purchased/professional/consulting serv	/ices	201,090	61,378	262,468	72,718	193	335,379
Building and land rent/lease		1,532,811	479,700	2,012,511	186,507	-	2,199,018
Repairs and maintenance		171,214	53,582	224,796	20,833	-	245,629
Insurance		121,152	37,915	159,067	14,741	-	173,808
Utilities		141,115	44,163	185,278	17,170	-	202,448
Supplies/materials		576,636	165,426	742,062	-	-	742,062
Staff development		69,091	21,491	90,582	7,815	51	98,448
Marketing/recruitment		86,436	27,051	113,487	10,517	-	124,004
Technology		247,685	77,514	325,199	30,137	-	355,336
Student services		295,213	83,708	378,921	211	-	379,132
Office expense		164,220	51,393	215,613	19,779	202	235,594
Depreciation and amortization		692,560	216,740	909,300	84,268	-	993,568
Other		89,464	27,477	116,941	13,785	_	130,726
Total Expenses		\$ 15,295,483	\$ 4,760,866	\$ 20,056,349	\$ 1,837,012	\$ 18,200	\$ 21,911,561

Statements of Cash Flows

	Year Ended June 30,			e 30,
		2021		2020
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in net assets	\$	585,806	\$	(256,589)
Adjustments to reconcile change in net assets to				
net cash from operating activities				
Depreciation and amortization		1,037,736		993,568
Deferred rent		(23,857)		790
Loss on disposal of property and equipment		-		2,198
In-kind donation of equipment		-		(32,000)
Changes in operating assets and liabilities				
Grants and contracts receivable		(52,109)		(387,745)
Contributions receivable		525,000		(500,000)
Prepaid expenses, other current assets and security deposits		(16,464)		9,342
Accounts payable and accrued expenses		210,223		(161,027)
Accrued payroll and payroll taxes		(51,224)		189,429
Due to related party		40,825		(52,844)
Refundable advances		52,425		1,008
Net Cash from Operating Activities		2,308,361		(193,870)
CASH FLOWS FROM INVESTING ACTIVITY				
Purchases of property and equipment	_	(446,676)		(855,495)
CASH FLOWS FROM FINANCING ACTIVITIES				
Paycheck Protection Program loan proceeds		_		2,570,485
Payments on construction loan payable		(500,000)		(800,000)
Net Cash from Financing Activities		(500,000)		1,770,485
Ğ				
Net Change in Cash and Restricted Cash		1,361,685		721,120
CASH AND RESTRICTED CASH				
Beginning of year		1,799,181	_	1,078,061
End of year	\$	3,160,866	\$	1,799,181
SUPPLEMENTARY CASH FLOW INFORMATION				
Cash paid during the year for interest	\$	57,136	\$	95,035

Notes to Financial Statements June 30, 2021 and 2020

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 1,074 students in grades kindergarten through eighth during the 2020-2021 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 16).

Through December 31, 2021, The New York City Department of Education provided free lunches to kindergarten through fourth grade students, and through June 30, 2021, 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.

Notes to Financial Statements June 30, 2021 and 2020

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:

	2021	2020
Cash	\$ 2,565,690	\$ 1,361,241
Cash - reserves for facilities	190,013	32,903
Restricted cash	75,163	75,037
Cash - interest reserve	330,000	330,000
	\$ 3,160,866	\$ 1,799,181

Notes to Financial Statements June 30, 2021 and 2020

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 \$1,000 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, 2021 and 2020.

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.

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred. Marketing and recruitment costs for the years ended June 30, 2021 and 2020 amounted to \$135,322 and \$124,004.

Notes to Financial Statements June 30, 2021 and 2020

2. Summary of Significant Accounting Policies (continued)

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 non-governmental sources that include grants and contributions revenue, donated services, 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, 2018.

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.

Reclassification

Certain 2020 amounts have been reclassified to conform to the 2021 financial statement presentation.

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 25, 2021.

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.

Notes to Financial Statements June 30, 2021 and 2020

4. Contributions Receivable

Contributions receivable at June 30, 2021 and 2020 amounted to \$275,000 and \$800,000. The June 30, 2021 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, 2021 and 2020, no allowance for doubtful accounts has been deemed necessary.

5. Property and Equipment

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

	2021	2020
Equipment	\$ 2,553,974	\$ 2,265,908
Furniture and fixtures	1,053,886	1,047,686
Software	284,572	255,680
Musical instruments	115,588	115,588
Leasehold improvements	4,140,343	4,016,825
	8,148,363	7,701,687
Accumulated depreciation and amortization	(4,397,056)	(3,359,320)
	\$ 3,751,307	\$ 4,342,367

During the years ended June 30, 2021 and 2020, the School disposed of assets of \$0 and \$16,765 resulting in a loss of \$0 and \$2,198.

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:

	2021	2020
Financial assets at year end:		
Cash	\$ 2,565,690	\$1,691,241
Cash - reserves for facilities	190,013	32,903
Grants and contracts receivable	529,539	477,430
Contributions receivable	275,000	800,000
Total Financial Assets	3,560,242	3,001,574
Less amounts unavailable		
for general expenditure:		
Net Assets with donor restrictions	275,000	800,000
	\$ 3,285,242	\$2,201,574

Notes to Financial Statements June 30, 2021 and 2020

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.

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 \$293,765 and \$203,509 for the years ended June 30, 2021 and 2020.

9. Construction Loan Payable

Construction loan payable at June 30, 2021 and 2020 consists of the following two construction loan notes:

	 2021		2020	
(a) Civic Charter Lender, Inc.	\$ 322,625	\$	725,000	
(b) The New York Pooled PRI Fund	 177,375		275,000	
	\$ 500,000	\$	1,000,000	

(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 is 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

Notes to Financial Statements June 30, 2021 and 2020

9. Construction Loan Payable (continued)

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 payments of \$402,375 and \$275,000 made during the years ended June 30, 2021 and 2020.

(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 is 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 payments of \$97,625 and \$525,000 made during the years ended June 30, 2021 and 2020.

Interest expense was \$57,136 and \$95,035 for the years ended June 30, 2021 and 2020.

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 TEPSCA share certain expenses that are settled through intercompany payments. There were no material transactions for the years ended June 30, 2021 and 2020

On August 4, 2016, the School entered into a facility lease agreement with TEPCSA, (see Note 16), to lease the land located at 153 Sherman Avenue, New York, New York.

At June 30, 2021 and 2020, the balance due to TEPCSA amounted to \$103,960 and \$63,135.

11. Net Assets with Donor Restrictions

Net assets with donor restrictions as of June 30, 2021 and 2020 consist of \$275,000 and \$800,000 due to a time restriction. Net assets released from restrictions amounted to \$525,000 and \$25,000 the years ended June 30, 2021 and 2020.

12. Donated Goods

Donated goods are recorded at their fair value when received. One entity provided equipment to the School at no charge. The value of this equipment meets the criteria for recognition in the financial statements and was recorded at a fair value of \$0 and \$32,000 for the years ended June 30, 2021 and 2020. This equipment was recorded under property and equipment, net in the accompanying 2020 statement of financial position.

Notes to Financial Statements June 30, 2021 and 2020

13. 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.

14. 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, 2021 and 2020, the School received approximately 90% 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.

15. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents 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, 2021 and 2020, approximately \$2,660,000 and \$1,300,000 of cash was maintained with an institution in excess of FDIC limits.

16. 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:

2022		\$ 871,6	29
2023		897,7	78
2024		924,7	11
2025		952,4	53
2026	_	978,5	80
	<u>:</u>	\$ 4,625,1	<u>51</u>

Notes to Financial Statements June 30, 2021 and 2020

16. 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:

2022	1,532,000
2023	1,532,000
2024	1,826,000
2025	1,826,000
2026	1,826,000
Thereafter	 40,172,000
	\$ 48,714,000

Rent expense under the TEPSCA 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 \$2,277,520 and \$2,199,018 for the years ended June 30, 2021 and 2020.

Equipment Rental

The School leases office equipment under non-cancelable lease agreements expiring at various dates through June 2023.

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

2022	\$	36,641
2023	<u> </u>	24,198
	\$	60,839

Equipment rental expense was \$50,884 and \$57,268 for the years ended June 30, 2021 and 2020.

Notes to Financial Statements June 30, 2021 and 2020

17. 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, has 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 has applied for forgiveness of the PPP Loan with respect to these covered expenses. The application is in the final stages of review with the bank. The School believes that most, if not all, of the PPP Loan will meet the requirements for debt forgiveness. To the extent that all or part of the PPP Loan is not forgiven, the School will be required to pay interest on the PPP Loan through the date principal is repaid in full or maturity date.

The SBA has stated it will review the needs certification on all loans over \$2,000,000. After the review, the SBA may determine that the School did not meet the need criteria to apply for the PPP Loan. In such a circumstance, the School may be forced to return part or all of the PPP Loan proceeds plus pay the accrued and unpaid interest. The School believes it was eligible to receive the PPP Loan proceeds.

18. 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.

* * * * *

Uniform Guidance Schedules and Reports

June 30, 2021

Schedule of Expenditures of Federal Awards Year Ended June 30, 2021

Federal Grantor/Pass-through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures	
U.S. Department of Agriculture					
Pass-through New York State Education Department:					
Fresh Fruit and Vegetable Program	10.582	Not Available	<u> </u>	\$ 24,932	
Pass-through New York State Education Department:					
Child Nutrition Cluster:					
School Breakfast Program	10.553	Not Available	-	20,840	
National School Lunch Program	10.555	Not Available	-	79,288	
Summer Food Service Program for Children	10.559	Not Available		564,977	
Total Child Nutrition Cluster			-	665,105	
Total U.S. Department of Agriculture				690,037	
U.S. Department of Education					
Pass-through New York State Education Department:					
Title I Grants to Local Educational Agencies Supporting Effective Instruction State Grants	84.010	0021-21-4510	-	330,050	
(Formerly Improving Teacher Quality State Grants)	84.367	0147-21-4510	_	31,259	
Student Support and Academic Enrichment Program	84.424	0204-21-4510	_	27,995	
English Language Acquisition State Grants	84.365	0293-21-4510	_	37,811	
Education Stabilization Fund/Elementary and Secondary				- ,-	
School Emergency Relief Fund	84.425D	5890-21-4510	-	337,713	
Total U.S. Department of Education				764,828	
Total Expenditures of Federal Awards			<u>\$ -</u>	\$ 1,454,865	

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

Notes to Schedule of Expenditures of Federal Awards Year Ended June 30, 2021

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, 2021. 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. Pass through entity identifying numbers are presented when available.

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") which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statement and have issued our report thereon dated October 25, 2021.

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 the 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 may exist that have not been identified.

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Board of Trustees The Equity Project Charter SchoolPage 2

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.

Harrison, New York

PKF O'Connor Davies LLP

October 25, 2021



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

We have audited The Equity Project Charter School's (the "School") compliance with the types of compliance requirements described 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, 2021. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the School's major federal programs based on our audit of the types of compliance requirements referred to above. 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"). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the School's compliance.

Board of Trustees The Equity Project Charter SchoolPage 2

Opinion on Each Major Federal Program

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, 2021.

Report on Internal Control Over Compliance

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's 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 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 first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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.

October 25, 2021

PKF O'Connor Davies LLP

Schedule of Findings and Questioned Costs Year Ended June 30, 2021

Section I - Summary of Auditors' Results

<u>Financial Statements</u>	
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 <u>X</u> no
Significant deficiency(ies) identified?	yes X none reported
Noncompliance material to the financial statement	nts noted? yes <u>X</u> no
Federal Awards	
Internal control over major federal programs:	
Material weakness(es) identified?	yes <u>X</u> no
Significant deficiency(ies) identified?	yes <u>X</u> none reported
Type of auditors' report issued on compliance	
for major federal programs:	Unmodified
Any audit findings disclosed that are required	740/a\0
to be reported in accordance with 2 CFR 200.5	516(a)? yes <u>X</u> no
Identification of major federal programs:	
CFDA Number(s)	Name of Federal Program or Cluster
	- -
10.553, 10.555, and 10.559	Child Nutrition Cluster
Dollar threshold used to distinguish	
between Type A and Type B programs:	<u>\$750,000</u>
Auditee qualified as low-risk auditee?	yes <u>X</u> no

<u>Section II – Financial Statement Findings</u>

During our audit, we noted no material findings for the year ended June 30, 2021.

Section III – Federal Award Findings and Questioned Costs

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

Section IV – Prior Year Findings

There were no prior year audit findings.

Full Year Budget
25,869,77
896,81
2,560,48
29,327,07
25,221,39
497,00
500,00
180,87
26,399,26

OPERATING BUDGET

FY22: July 1, 2021 - June 30 2022

	Full Year Budget
Income	
4100 State Grants	
4101 Per Pupil Allocation	18,191,520
4102 Per Pupil Allocation for SPED	3,307,594
4103 NYSTL	56,226
4104 NYSSL	14,351
4105 NYSLIB	5,988
4111 NYS Rental Assistance Program	879,629
4112 NYS SchoolFood Service Program (State)	20,248
Total 4100 State Grants	22,475,556
4200 Federal Grants	
4202 IDEA	162,836
4203 Title I	335,883
4204 Title IIA	44,516
4207 E-Rate	154,217
4208 Title IIIA	37,811
4209 Title IV	25,068
4210 NYS SchoolFood Service Program (Federal)	1,003,799
4211 NYS ESSER Funds	1,400,000
Total 4200 Federal Grants	3,164,130
4300 Contributions	
4311 Interest Earned on the Loan to TEPSCA	123,514
4312 Support Payments from TEPCSA to TEP	19,075
4313 Alumni Scholarship Donations	2,500
4314 Alumni Program Donations	50,000
Total 4300 Contributions	195,089
4400 Miscellaneous Revenue	
4404 Interest Income	5,000
4406 Senior Dues & Student Council Fundraisers	20,000
4407 PA Fundraisers	10,000
Total 4400 Miscellaneous Revenue	35,000
Total Income	25,869,775

Expenses

5000 Compensation

5100 Instructional Staff

5001 Head of School 180,000

OPERATING BUDGET

	Full Year Budget
5102 General Ed Teachers	9,075,000
5103 Special Ed Teachers	1,397,700
5105 Curriculum Directors	128,000
5106 School Directors	850,513
Total 5100 Instructional Staff	11,631,213
5200 Non-Instructional Staff	
5212 Director of High School Placement	89,250
5214 Alumni Department	153,700
5261 Special Assistant to HOS and CEO	59,583
5218 Data Systems & Development Specialist	100,000
5250 Social Workers	927,644
5251 Finance & HR	375,000
5252 Operations	752,136
5230 Facilities	703,596
5235 Security	257,135
5254 Talent Acquisition	158,250
5255 Development	0
5256 Support Staff	254,167
5257 Kitchen Staff	516,271
5258 Interns & Fellows Dept.	9,520
Total 5200 Non-Instructional Staff	4,356,250
5300 Incentives	
5301 Performance Based Bonus	500,000
Total 5300 Incentives	500,000
Total 5000 Compensation	16,487,463
5400 Benefits	
5402 Workers Compensation Expense	101,986
5403 NY State Disability	1,203
5404 Medicare EmployER	239,068
5406 Social Security EmployER	923,298
5408 SUTA	66,391
5409 Medical Insurance	997,830
5410 Dental Insurance	66,376
5411 Vision Insurance	17,463
5415 TransitChek	500
5416 STD, LTD and Life Insurance	53,564
5418 403B Match	203,221
Total 5400 Benefits	2,670,900

OPERATING BUDGET

	Full Year Budget
6100 Administrative Expenses	
6101 Office Supplies & Expenses	180,000
6102 Membership Fees & Subscriptions	16,869
6104 Postage, Mailing Service	10,830
6105 Janitorial Supplies	45,196
6108 Team Building/Staff Lunch & Appreciation	58,708
6109 Staff Travel	10,927
6111 School Events	39,192
6113 Financial Transaction Fees	2,080
6114 TransitChek Fees	3,145
6115 Insurance - Liability, Umbrella, D&O	180,534
6116 Insurance - Property	76,082
6117 Insurance - ERISA	750
6118 Parent Association General Expenses	5,000
6119 Parent Association Fundraiser Expenses	5,000
Total 6100 Administrative Expenses	634,313
6200 Professional Services	
6201 Audit/Tax Fees	39,000
6202 Legal Fees	2,500
6205 Interpretation Services	30,000
6206 Payroll Expenses	20,000
6207 403B Fees	1,250
6208 Nurse Services (Contracted)	6,888
6209 Janitorial Services (Contracted)	0
6210 Security (Contracted)	0
6213 Office Staff (Contracted)	0
6214 Substitutes for Teachers (Contracted)	0
6216 Instructional & Curricular Consulting	125,000
6217 PD Expenses for Staff	64,678
6218 Accounting Services	50,430
6219 State Exam Scoring	24,283
6220 Certification Costs	6,740
6221 Editing Services	24,000
Total 6200 Professional Services	394,769
6300 Marketing and Staff/Student Recruitment	
6301 Recruitment Ads-Teachers/Staff	90,000
6302 Recruitment Ads for Students	30,000
6303 Travel Expense Reimbursements	4,446

OPERATING BUDGET

	Full Year Budget
Total 6300 Marketing and Staff/Student Recruitment	124,446
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)	87,103
7107 Student Uniforms	91,500
7108 Student Food	0
7109 Social Worker Materials/Supplies	13,500
7111 Student Incentives	28,000
7112 NYSTL	56,226
7113 NYSSL	14,351
7114 NYSLIB	5,988
7115 Student Programs - External Providers	152,904
7116 High School Placement Expenses	7,500
7117 Student Council & Senior Trip/Graduation/Prom/Yearbook	40,000
7118 Special Groups	20,000
7119 Alumni Scholarship	2,500
7120 Alumni Expenses	20,000
Total 7100 Curriculum, Classroom & Student Related Expenses	928,742
8100 Facilities	
8101 Monthly Rent	879,629
8102 Other Rental Fees & Charges	16,353
8103 Utilities	212,393
8105 Building Permits & Fees	4,500
8106 Maintenance Supplies	36,000
8126 Maintenance & Repairs	58,855
8127 Annual Service Contracts	98,000
8150 Lease Payments from TEP to TEPCSA	1,529,439
Total 8100 Facilities	2,835,170
8200 Technology/Communication Expense	
8201 Phone/Fax Charges	6,000
8202 Internet Connectivity Charges	136,800
8203 Web Services	42,233
8205 Technology Maintenance & Support Services	184,022
8209 Copier/Printer Lease	49,476
Total 8200 Technology/Communication Expense	418,531

OPERATING BUDGET

	Full Year Budget
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	129,780
8402 School Food Program Expenses	593,280
8403 Staff Food Program	1,000
Total 8400 Cafeteria Expenses	724,060
8800 Miscellaneous Expenses	
Total Expenses	25,221,395
Net Operating Income	648,380

Paycheck Protection Program

FY21: July 1, 2021 - June 30 2022

Full Year Budget

4408 PPP Loan Forgiveness: PPP Loan from FY20 converted into grant income in FY22

2,560,485

CAPITAL PROJECTS

4310 Facility Donations	896,81
Total Income to TEP for Capital Projects	896,81
8110 Facility Development Expenses	
WSFSSH Developer Fee (for 153 Sherman Construction Project)	80,00
1513 Fixed Asset:Leasehold Improvements	
HVAC Upgrade Project	392,00
153 Sherman 6th Fl Acoustics	25,00
Total 8110 Facility Development Expenses	497,00

DEBT SERVICE - CIVIC & SEA CHANGE LOAN (for Phase 2 4280 Capital Project)

	FY2022
Civis Builders Loan Interest Dayments	0
Civic Builders Loan Interest Payments	_
Sea Change Loan Interest Payments	0
Total Interest Payments	0
Civic Builders Loan PRINCIPAL repayments	322,625
Sea Change Loan PRINCIPAL repayments	177,376
Total PRINCIPAL repayments	500,001
TOTAL DEBT SERVICE	500,001
Civic Builders Principal Balance at START of Fiscal Year Civic Builders Drawdowns DURING Fiscal Year	322,625
TOTAL Civic Builders CURRENT Principal Balance	322,625
TOTAL CIVIL Builder'S CONNENT Principal balance	522,025
Sea Change Principal Balance at START of Fiscal Year	177,376
See Change Drawdowns DURING Fiscal Year	
TOTAL Sea Change CURRENT Principal Balance	177,376
TOTAL CURRENT Principal Balance	500,001
Civic Builders Principal Balance at End of Fiscal Year	0
Sea Change Principal Balance at End of Fiscal Year	0
TOTAL Principal Balance at End of Fiscal Year	0

OTHER FIXED ASSETS

INVESTING ACTIVITIES	Full Year Budget
1501 Fixed Asset:Teacher/Admin Computers & Laptops	31,545
1502 Fixed Asset:Student Laptops	34,800
1503 Fixed Asset:Data Center & Network Hardware	18,525
1504 Fixed Asset:LCD Projectors	18,000
1507 Fixed Asset:Phones/Audio Equipment (Equipment)	1,000
1508 Fixed Asset:Software	57,000
1509 Fixed Asset:Furniture	10,000
1510 Fixed Asset:Musical Instruments	10,000
1513 Fixed Asset:Leasehold Improvements	
Total 1500 Fixed Asset	180,870

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).			
2. Is the trustee an employee of any school operated by the Education Corporation? YesNo			
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? YesNo			
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 Name of person 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	writ	e "None" if applicable. Do not leave th	is 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
Pleas	write "No.	re" if applica	ble. Do not leave this st	ace blank,
		non	l.	

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:				
ANDREWBUHER				
Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name): THE EQUITY PRODUCT (TEP) CHARTER SCHOOL SCHO				
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? YesNo				
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?				
YesNo 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 Name of person holding interest or engaging in transaction addiscussion Name of person holding interest or engaging in transaction and relationship to yourself				

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 which such entity, during the time of your tenure as a financial interest 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 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 school(s) through a management or services agreement, and the relationship 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 a immediate family no fousehold hold interest in the orga conducting busine the school(s) an nature of the interest in the interest in the organization.	ling an inization less with aid the	Steps Taken to Avoid Conflict of Interest
Plea	se write "No	ane" if applie	dble. Do not leav		ace blank.
	h				1
Signature	The state of the s		Date	7/2	1/201-

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 reducted

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

Trustee Name: BROOTS S CLARK				
Name of Charter School Education Corporation (for an unmerged school the Charter School Name): THE SECULAR PROTECT CHART CHOOL - 1. List all positions held on the education corporation board (e.g., president, parent representative).	RTER			
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 partner of the charter school(s) governed by the Education Corporation? YesNo If Yes, for each school, please provide a description of the position(s) you 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.				
Interest/Transaction a conflict of interest, (e.g., did not vote, did not participate in discussion) relati	e of person ig interest or gaging in saction and tionship to			

Please write "Nang" 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

Pleas: write "No ie" if applicable. Do not leave this space blank.

None

7-24-201

Signature

Please note that this do members of the public to provided below will be t

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

Tr	ustee Name:	Laura Tavormina			
	ame of Charter e Charter Sch	r School Education Corpool Name):	poration (for an unmerç	ged school, this is	
1.	List all position parent repres		n corporation board (e.g.	, 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? YesX_No If Yes, for each school, please provide a description of the position(s) you hold, your				
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.				
I	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 Si Federat Senior and Supportive Housing,Inc. (WSFSSH)	WSFSSH is "No developer of the middle school facility	any fees from	employedbyWSFSSH. I have no financial interest in WSFSSH which is a NYS not-for-profit organization.	any votes regarding transactions between TEP and WSFSSH

LLN.T

Signature

July 24, 2017

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: Wen-Hslang (Gan) Juan					
Name of Charter School Education C	15 No.	ged school, this is			
The Equity Project	(TEP)				
List all positions held on the education parent representative).	tion corporation board (e.g. $USfe$, president, treasurer,			
2. Is the trustee an employee of anyYesNo	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.					
 Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation? YesNo 					
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 Financia Interest/Transaction	2 G P [- [] [] [[[[[[[[[[[[[Name of person holding interest or engaging in transaction and relationship to yourself			

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.

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

Please write "No 1e" if applicable. Do not leave this space blank

1

7/19/17

Signa

Please note that members of the provided below

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees July 27th, 2020

The **132**nd regular meeting of the Board of Trustees of The Equity Project Charter School was held on **July 27**th at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/2019. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

David Coleman, Laura Tavormina, Andrew Buher, Brooks Clark 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:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Aaron Villela, Alisa Giaco

Meeting called to order at 4:30 pm.

Meeting Agenda and Notes:

- 1) Re-Opening Plans:
 - TEP's PRLC (Pandemic Response Leadership Committee)
 - NY State Guidance
 - Plans for upcoming school year
- 2) 8th Grade Scholarship Gift Thank you!

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees August 31st, 2020

The **133**rd regular meeting of the Board of Trustees of The Equity Project Charter School was held on **August 31**st at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 11/20/19. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

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

The following Trustee was absent: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Aaron Villela, Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Review and approval of FY21 Budget
- 2) Re-Opening Plans:
 - TEP's Vision for re-opening
 - Hybrid and remote-only options
 - Staff accommodations

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees September 21st, 2020

The **134**th regular meeting of the Board of Trustees of The Equity Project Charter School was held on **September 21**st at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 6/12/20. Public notice was posted in the TEP main office, posted on TEP's website at www.tepcharter.org, and shared with several NYC publications (El Diario, Manhattan Media, and the Manhattan Times).

The following Trustees were present:

David Coleman, Laura Tavormina, Andrew Buher, Brooks Clark, 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:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Aaron Villela, Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Review and approval of FY20 Actuals
- 2) Re-Opening First Two Weeks:
 - Successes
 - Challenges
 - Feedback
- 3) Student Spotlight

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees March 8th, 2021

The **140**th regular meeting of the Board of Trustees of The Equity Project Charter School was held on **March 8**th at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/2/20. Public notice was posted on TEP's website at **www.tepcharter.org**.

The following Trustees were present:

David Coleman, 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: Brooks Clark

The following additional staff members were present:

Zeke Vanderhoek, Casey Ash, Aaron Villela, Alisa Giaco, Denise Munoz, Joelle Fenton

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Introduction of Jennifer Mulhern as a new Board member
- 2) NYS Testing Updates
- 3) COVID-19 Testing
- 4) Return to Hybrid Learning (including potential move to 5 days)
- 5) Staffing Challenges
- 6) Student Spotlight

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees January 11th, 2020

The **138**th regular meeting of the Board of Trustees of The Equity Project Charter School was held on **January 11**th at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/2/20. Public notice was posted on TEP's website at **www.tepcharter.org**.

The following Trustees were present:

Laura Tavormina, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from their private residence due to COVID-19:

The following Trustee was absent: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Aaron Villela, Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Review and Approval of Middle School Bonus
 - 4 to 0 vote for approval

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees June 7th, 2021

The **143**rd regular meeting of the Board of Trustees of The Equity Project Charter School was held on **June 7**th at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 3/25/21. Public notice was posted on TEP's website at **www.tepcharter.org**.

The following Trustees were present:

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

The following Trustee was absent: Andrew Buher

The following additional staff members were present:

Zeke Vanderhoek, Casey Ash, Aaron Villela, Alisa Giaco, Stephanie Urena, Shelly Gupta

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1. Follow-up on TEP's first COVID-19 Vaccination Event
- 2. End of Year Ceremonies Schedule
 - a. Monday, June 21st
 - i. Middle School (8 AM through 12 PM)
 - 1. 7th Grade Stepping Up Ceremony: 8 AM to 9 AM
 - 2. 6th Grade Stepping Up Ceremony: 9:30 AM to 10:30 AM
 - 3. 5th Grade Stepping Up Ceremony: 11 AM to 12 PM
 - ii. Early Childhood (1 PM through 3:15 PM)
 - 1. Kindergarten Cub Paw Ceremony: 1 PM to 2 PM
 - 2. 1st Grade Cub Paw Ceremony: 2:15 PM to 3:15 PM
 - b. Wednesday, June 23rd
 - i. Elementary School (12 PM through 3:30 PM)
 - 1. 2nd Grade Stepping Up Ceremony: 12 PM to 1 PM
 - 2. 3rd Grade Stepping Up Ceremony: 1:15 PM to 2:15 PM
 - 3. 4th Grade Stepping Up Ceremony: 2:30 PM to 3:30 PM
 - ii. 8th Grade Graduation: 6 PM to 8 PM
- 3. Spotlight on Students: Class of 2021 High School Admissions Update
- 4. Management Committee Compensation Review & Discussion (Executive Session: Board + Zeke only)

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

The **141**st regular meeting of the Board of Trustees of The Equity Project Charter School was held on **April 19**th at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/2/20. Public notice was posted on TEP's website at www.tepcharter.org.

The following Trustees were present:

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

The following Trustees were absent: David Coleman, Andrew Buher

The following additional staff members were present:

Zeke Vanderhoek, Casey Ash, Aaron Villela, Alisa Giaco, Stella Ma

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- I. Highlights from Return to 5x In-Person Learning
- II. Health & Safety Updates (COVID Testing and 3-feet update)
- III. NYS ELA & Math Exams
- IV. Staffing Update
- V. Student Spotlight

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees February 8th, 2020

The **139**th regular meeting of the Board of Trustees of The Equity Project Charter School was held on **February 8**th at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/2/20. Public notice was posted on TEP's website at **www.tepcharter.org**.

The following Trustees were present:

David Coleman, Laura Tavormina, Andrew Buher, Brooks Clark 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:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Aaron Villela, Alisa Giaco, Denise Munoz, Kirsis Genao

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Review and Approval of Q2 Actuals
 - 5 to 0 vote for approval
- 2) New Board Member Discussion
 - 5 to 0 vote for approval of Jennifer Mulhern
- 3) Reopening Plan
- 4) Student Spotlight

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees November 16th, 2020

The **136**th regular meeting of the Board of Trustees of The Equity Project Charter School was held on **November 16**th at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 06/12/20. Public notice was posted on TEP's website at **www.tepcharter.org**.

The following Trustees were present:

Laura Tavormina, Andrew Buher, David Coleman, Brooks Clark 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:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Aaron Villela, Denise Munoz, Alisa Giaco

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Reviewed and Approved FY21 Q1 Actuals
 - Vote: 5 for Approval
- 2) Updates:
 - Switch to All-Remote Learning
 - Student Spotlight
 - Executive Session: Transition Planning and Timeline

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees October 19th, 2020

The **135**th regular meeting of the Board of Trustees of The Equity Project Charter School was held on **October 19**th at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 06/12/20. Public notice was posted on TEP's website at **www.tepcharter.org**.

The following Trustees were present:

Laura Tavormina, Andrew Buher, Brooks Clark and Sean Juan joined via videoconference from their private residence due to COVID-19:

The following Trustee was absent: David Coleman

The following additional staff members were present:

Zeke Vanderhoek, Shelly Gupta, Casey Ash, Aaron Villela, Alisa Giaco, Joelle Fenton

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1) Updates:

- COVID Testing Partnership with MedRite
- Trimester 2 Planning: Increasing In-Person Instruction
- Bringing TEP Kitchen Meals to EC & ELEM!
- 2) Student Spotlight

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees May 24th, 2021

The **142**nd regular meeting of the Board of Trustees of The Equity Project Charter School was held on **May 24**th at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 3/25/21. Public notice was posted on TEP's website at **www.tepcharter.org**.

The following Trustees were present:

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

The following Trustee was absent: David Coleman, Brooks Clark

The following additional staff members were present:

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

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

- 1) Resolution to Approve New Board Member (Jennifer Mulhern)
 - 3 to 0 vote for approval
- 2) FY20-21 Q3 Budget vs. Actuals
 - 3 to 0 vote for approval
- 3) Resolution to Approve Teacher Bonus Program for Early Childhood and Elementary School Teachers
 - 3 to 0 vote for approval
- 4) Campus Director and Assistant Director Compensation Structure
- 5) Vote to approve FPP Manual Updates for FY 21-22
 - 3 to 0 vote for approval
- 6) Updates
 - a. Staffing: MS Director and ELEM Assistant Director
 - b. New York State Testing
 - c. Vaccination for children ages 12 to 15 years
 - d. 8th Grade Graduation & End of Year Ceremonies
- 7) Student Spotlight with Andres Esguerra, MS Assistant Director & 5th Grade Social Worker

Minutes of the Regular Meeting of The Equity Project (TEP) Charter School Board of Trustees December 16th, 2020

The **137**th regular meeting of the Board of Trustees of The Equity Project Charter School was held on **December 16**th at The Equity Project Charter School **via Zoom due to COVID-19** pursuant to due notice to Trustees via electronic mail sent on 12/2/20. Public notice was posted on TEP's website at **www.tepcharter.org**.

The following Trustees were present:

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

The following Trustee was absent: None

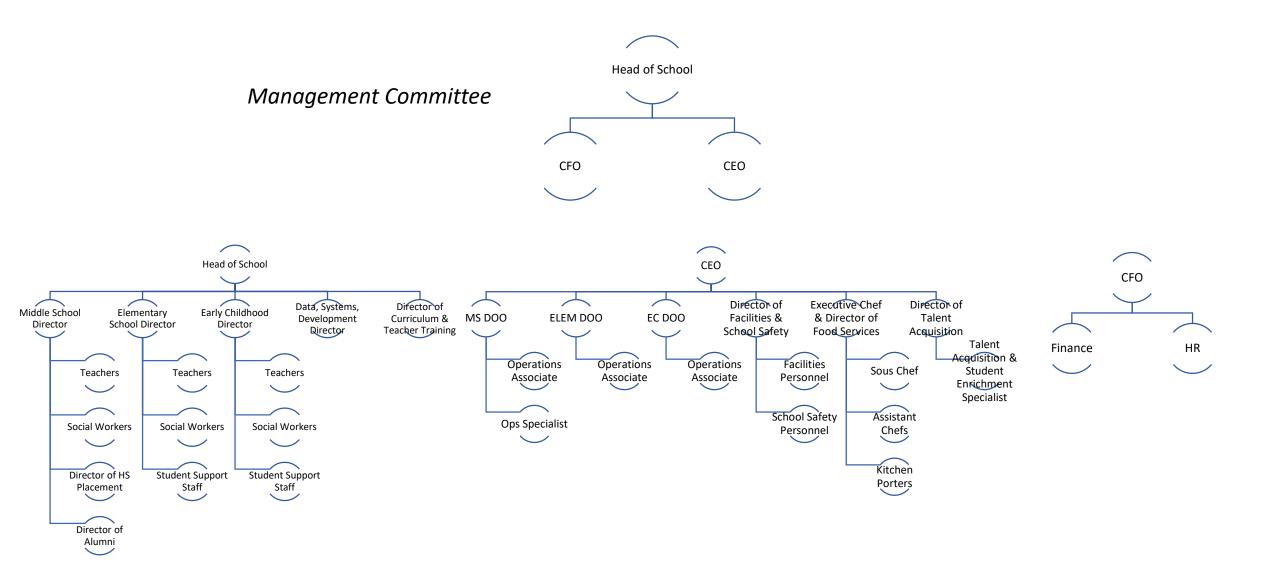
The following additional staff members were present:

Zeke Vanderhoek

Meeting called to order at 5:30 pm.

Meeting Agenda and Notes:

1) Executive Session: Deliberated and Approved Transition Plan



EC = Early Childhood (K - 1st)No School Half Day ELEM = Elementary (2nd - 4th) O First Day of Trimester Last Day of Trimester **IMPORTANT DATES** MS = Middle School (5th - 8th) **AUGUST 2021** M T W T F M T W T F M T W T F M T W T F 3 1st day of school 2 (3) 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31 SEPTEMBER 2021 M T W T F M T W T F M T W T F M T W T F 6 Labor Day (No School) 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 7 Rosh Hashanah (No School) 8 Rosh Hashanah (No School) 16 Yom Kippur (No School) **OCTOBER 2021** M T W T F M T W T F M T W T F M T W T F Indigenous Peoples' Day (No School) 11 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29 22 Last Day of Trimester 1 25-29 Fall Break (No School) **NOVEMBER 2021** MIT WIT F MIT WIT F MIT WIT F MIT WIT F 1 – 12 Fall Break, Continued (No School) 5 8 9 10 11 12 (15) 16 17 18 19 22 23 24 25 26 15 First Day of Trimester 2 **Parent-Teacher Conferences** 16 Middle School (Half Day for MS only) 17 Elementary (Half Day for ELEM only) Early Childhood (Half Day for EC only) 18 25 - 26 Thanksgiving (No School) **DECEMBER 2021** MTWTF MTWTF MTWTF MTWTF MTW 24 - 31 Winter Recess (No School) 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31 **JANUARY 2022** M T W T F M T W T F M T W T F M T W T F MLK Jr. Day (No School) 17 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31 **FEBRUARY 2022** M T W T F M T W T F M T W T F M T W T F 1 Lunar New Year (No School) 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 Last Day of Trimester 2 11 14 - 28 February Break (No School) **MARCH 2022** MTWTF MTWTF MTWTF MTWTF 1-4 February Break, Continued (No School) 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31 7 First Day of Trimester 3 **Parent-Teacher Conferences** 8 Middle School (Half Day for MS only) 9 Elementary (Half Day for ELEM only) 10 Early Childhood (Half Day for EC only) **APRIL 2022** M T W T F M T W T F M T W T F M T W T F 15 Good Friday, part of Spring Recess (No School) 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29 18-22 Spring Recess (No School) **MAY 2022** M T W T F M T W T F M T W T F M T W T F 3 Eid-Al-Fitr (No School) 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 Memorial Day (No School) **JUNE 2022** M T W T F M T W T F M T W T F 20 Juneteenth (School Closed) 2 3 6 7 8 9 10 13 14 15 16 17 EC/ELEM 20 21 22 23 (24 Kinder & 1st Grade Tiger Paw Ceremonies (Full Day) 21 20 21 22 23 24 2nd, 3rd and 4th Grade Tiger Paw Ceremonies (Full Day) 22 23 8th Grade Graduation (Half Day for MS Only)

24

Last Day of School for Students (Half Day)

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



ELEPHONE:

SALES:

516-496-2322

SERVICE: FAX:

516-921-8200 516-921-5229 170 EILEEN WAY SYOSSET, NY 11791

DATE

MAY 1321

TIME IN

INSPECTION REPORT TIME OUT

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ENTRAL STATION #:	AFA		TICKET #: 636	002	
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INSPECTOR: Robe	nt Jones				
REMARKS:					
REMARKS:	J AFA FIR	2 - 1/2	P.m		



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.

Borough: MANHATTAN	Block Number: 2221	Full Building Certificate Type: Fina
Address: 153 SHERMAN AVENUE	Lot Number(s): 5	Date Issued: 07/21/2021
Building Identification	Additional Lot Number(s):	
Number(BIN): 1064765	Application Type: NB - NEW	
	BUILDING	
This building is subject to this Build	ling Code: 2008	
This Certificate of Occupancy is ass	ociated with job# 122147765-01	
Construction Classification: I-B: 2 H	OUR PROTECTED - NON-COMBUST	
Building Occupancy Group classific	ation: E - EDUCATIONAL	
Multiple Dwelling Law Classification	: Not Available	
No.of stories:	Height in feet:	No.of dwelling units: Not Available
1	-	
Fire Protection Equipment: Fire Alar	n System, Sprinkler System, Standpipe S	ystem
Fire Protection Equipment: Fire Alar	m System, Sprinkler System, Standpipe S	ystem
Fire Protection Equipment: Fire Alarm Parking Spaces and Loading Berths		ystem
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Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE



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
					122147765-01	Final	
					Maximum Person F	Permitted:2	
					122147765-01	Final	
					Maximum Person F	Permitted:505	
					122147765-01	Final	
					Maximum Person F	Permitted:NA	
					122147765-01	Final	
					Maximum Person F	Permitted:2	
					122147765-01	Final	
					Maximum Person F	Permitted:62	
					122147765-01	Final	
					Maximum Person F	Permitted:331	
					122147765-01	Final	
					Maximum Person F	Permitted:297	
					122147765-01	Final	
					Maximum Person F	Permitted:297	
					122147765-01	Final	
					Maximum Person F	Permitted:432	
					122147765-01	Final	
			DOCUMENT CO	NITINUES ON N	Maximum Person F	Permitted:6	

DOCUMENT CONTINUES ON NEXT PAGE

MECHANICAL STORAGE		
	122147765-01	Final
	Maximum Person F	Permitted:NA

CofO Comments: Na

Borough Commissioner

Commissioner

Mele E. H.C.

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, 2021

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

Company: Empire Fire Systems Contact: Ricardo Cusatti 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: marian.holly@tepcharter.org Inspection Performed By Company: Empire Fire Systems Inspector: Ricardo Cusatti Address: 49 Sylvester Street Phone: 516-499-7464 Address: Fax: City/State/Zip: Westbury, New York 11590 Mobile: Country: United States of America Email: lisaj@empirefiresystems.com System Control Unit Manufacturer: Mircom Inspection Date: 07/14/2021 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:** Monitoring Company: Phone: Account #: Central Station Signal Verification Mfg: Model #: Type: Test Time/Date: **Restore Time**

Empire Fire Systems 1 Download Date: 07/19/2021

Catagony	Tota	l Items	Ser	viced	Passed		Failed/Other	
Category	Qty	%	Qty	%	Qty	%	Qty	%
Control	11	3.68%	11	100.00%	9	81.82%	2	18.18%
Monitor	26	8.70%	26	100.00%	26	100.00%	0	0%
Auxiliary	19	6.35%	19	100.00%	19	100.00%	0	0%
Initiating	100	33.44%	100	100.00%	98	98.00%	2	2.00%
Supervisory	27	9.03%	27	100.00%	27	100.00%	0	0%
Indicating	116	38.80%	115	99.14%	114	99.13%	1	0.87%
Totals	299	100%	298	99.67%	293	98.32%	5	1.68%

Certification

Company: Empire Fire Systems Building: TEP Charter School

Inspector: Ricardo Cusatti Contact: Marian Holly

Signed: Signed:

Empire Fire Systems 2 Download Date: 07/19/2021

Discrepancy Report Generated by: BuildingReports.com

Building: T	EP Charter	School	Con	trol Panel	l: 1 - Miro	com f	lenex
Discrepancies a appropriate, coa	re listed by Cate de references are	lates each discrepancy list gory, and grouped by devi listed for your conveniend /upgrade program is inclu	ce type. The desc e. Any item that	ription of the	problem is p	rovided a	and where
Device Type		Manufacturer	Mode	elNumber	Da	ite	Qty
	Iten	ns listed for Recall	or Replace	ment/Upg	grade		
		No items found	during this inspec	tion.			
8 ScanID	☐ Location		9 Proble	em	Address	Re Re	ference
		C	ontrol				
Battery							
			Flat		1		
			Flat		1		
		Ind	icating				
Indicating	Device						
			not workin	g	1		
		Ini	tiating				
CO Detecto	or						
			no access		1-22		
Duct Detec	ctor						
			no access		1		

Empire Fire Systems 3 Download Date: 07/19/2021

Proposed Solutions Report

Generated by: BuildingReports.com

Building:	: TEP Charter School	Contro	ol Panel: 1 - M	Iircom f	lenex
check mark v		on for each discrepancy listed on the listed within the report. Items listed a			
ScanID	Location	Solution	Model #	Cost	Fix
		Control			
Battery					
		need to be replace	BAT - 12V18A	T/M	
		need to be replace	BAT - 12V18A	T/M	
		Indicating			
Indicatir	ng Device	5.75 55			
			RA100	T/M	
		- Initiating			
CO Dete	ector				
			co1224tr	T/M	
Duct De	tector				
			DnR	T/M	
			PO #: (none)	T/M	

Inspection & Testing

Generated by: BuildingReports.com

Building: TEP Charter School

Control Panel: 1 - Mircom flenex

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.

Non-Programmable Relay Non-Programmable Relay Non-Programmable Relay Non-Programmable Non-Pr	Device Type	Location	Service	Time	Date
Non-Programmable Relay Non-Programmable Re		Passed			
Relay Tested 9:55:06 AM 07/14/2021 Relay 7 <	Auxiliary		İ		
Non-Programmable Relay Rested 10:20:35 AM 07/14/2021 Rested 10:20:35 AM 07/14/2021	Non-Programmable		Tested	9:59:40 AM	07/14/2021
Relay Non-Programmable Relay Non-Programmable Non-Programmab	Relay		To all the second second second		
Non-Programmable Relay	Non-Programmable		Tested	9:55:06 AM	07/14/2021
Relay Non-Programmable Tested \$.03:40 AM 07/14/2021	Relay				
Non-Programmable Relay Non-Programmable Relay Programmable Relay	Non-Programmable		Tested	7:53:03 AM	07/14/2021
Relay Tested 8:03:53 AM 07/14/2021 Relay Tested 8:03:53 AM 07/14/2021 Programmable Relay Tested 10:55:23 AM 07/15/2021 Programmable Relay Visually Checked 10:15:37 AM 07/14/2021 Programmable Relay Tested 10:20:35 AM 07/14/2021 Programmable Relay Tested 10:27:01 AM 07/14/2021 Programmable Relay Tested 10:9:53 AM 07/14/2021 Programmable Relay Tested 10:09:31 AM 07/14/2021 Programmable Relay Tested 10:09:31 AM 07/14/2021 Programmable Relay Tested 10:09:31 AM 07/14/2021 Programmable Relay Tested 9:59:19 AM 07/14/2021 Programmable Relay Tested 9:59:19 AM 07/14/2021 Programmable Relay Tested 8:03:24 AM 07/14/2021 Programmable Relay Tested 8:03:32 AM 07/14/2021 Programmable Relay Tested 8:01:04 AM 07/14/2021 Program	Relay				
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Power Supply Tested 7:20:05 AM 07/14/2021 Indicating Tested 8:10:26 AM 07/15/2021	Disconnect		Tested	10:39:12 AM	07/14/2021
Indicating Horn/Strobe Tested 8:10:26 AM 07/15/2021	Power Supply		Tested	7:19:28 AM	07/14/2021
Horn/Strobe 8:10:26 AM 07/15/2021	Power Supply		Tested	7:20:05 AM	07/14/2021
1011/30000	Indicating				
	Horn/Strobe		Tested	8:10:26 AM	07/15/2021
	Horn/Strobe		Tested	8:10:35 AM	07/15/2021

	D	88	
	<u>Passed</u>		
Horn/Strobe	Tested	8:10:42 AM	07/15/2021
Horn/Strobe	Tested	8:11:35 AM	07/15/2021
Horn/Strobe	Tested	8:10:51 AM	07/15/2021
Horn/Strobe	Tested	8:11:14 AM	07/15/2021
Horn/Strobe	Tested	8:11:24 AM	07/15/2021
Horn/Strobe	Tested	8:11:06 AM	07/15/2021
Horn/Strobe	Tested	8:13:43 AM	07/15/2021
Horn/Strobe	Tested	8:13:40 AM	07/15/2021
Horn/Strobe	Tested	8:14:07 AM	07/15/2021
Horn/Strobe	Tested	8:14:11 AM	07/15/2021
Horn/Strobe	Tested	8:13:37 AM	07/15/2021
Horn/Strobe	Tested	8:14:30 AM	07/15/2021
Horn/Strobe	Tested	8:14:34 AM	07/15/2021
Horn/Strobe	Tested	8:14:18 AM	07/15/2021
Horn/Strobe	Tested	1:41:01 PM	07/15/2021
Horn/Strobe	Tested	1:41:05 PM	07/15/2021
Horn/Strobe	Tested	1:41:08 PM	07/15/2021
Horn/Strobe	Tested	1:41:18 PM	07/15/2021
Horn/Strobe	Tested	1:40:43 PM	07/15/2021
Horn/Strobe	Tested	1:41:14 PM	07/15/2021
Horn/Strobe	Tested	1:40:40 PM	07/15/2021
Horn/Strobe	Tested	10:22:00 AM	07/15/2021
Horn/Strobe	Tested	10:21:49 AM	07/15/2021
Horn/Strobe	Tested	10:21:23 AM	07/15/2021
Horn/Strobe	Tested	11:43:58 AM	07/15/2021
Horn/Strobe	Tested	10:06:58 AM	07/15/2021
Horn/Strobe	Tested	10:06:22 AM	07/15/2021
Horn/Strobe	Tested	10:06:36 AM	07/15/2021
Horn/Strobe	Tested	10:06:25 AM	07/15/2021
Horn/Strobe	Tested	9:08:17 AM	07/15/2021
Horn/Strobe	Tested	9:08:21 AM	07/15/2021
Horn/Strobe	Tested	9:08:24 AM	07/15/2021
Horn/Strobe	Tested	9:08:27 AM	07/15/2021
Horn/Strobe	Tested	9:08:30 AM	07/15/2021
Horn/Strobe	Tested	9:08:43 AM	07/15/2021
Horn/Strobe	Tested	9:09:00 AM	07/15/2021
Horn/Strobe	Tested	9:09:26 AM	07/15/2021
Horn/Strobe	Tested	9:09:23 AM	07/15/2021
Horn/Strobe	Tested	8:34:06 AM	07/15/2021
Horn/Strobe	Tested	8:34:14 AM	07/15/2021
Horn/Strobe	Tested	8:34:01 AM	07/15/2021
Horn/Strobe	Tested	8:33:58 AM	07/15/2021
Indicating Device	Tested	10:54:49 AM	07/15/2021
Indicating Device	Tested	10:55:34 AM	07/15/2021
Indicating Device	Tested	11:39:32 AM	07/15/2021
Indicating Device	Tested	11:46:46 AM	07/15/2021
Indicating Device	Tested	11:25:07 AM	07/15/2021
Indicating Device	Tested	11:36:56 AM	07/15/2021
Indicating Device	Tested	1:28:27 PM	07/14/2021
Indicating Device	Tested	10:11:42 AM	07/15/2021

Device Type	Location	Service	Time	Date
Indicating Device		Tested	1:27:12 PM	07/14/2021
Indicating Device		Tested	10:25:54 AM	07/15/2021
Indicating Device		Tested	1:20:36 PM	07/14/2021
Indicating Device		Tested	10:05:00 AM	07/15/2021
Indicating Device		Tested	9:05:34 AM	07/15/2021
Indicating Device		Tested	8:49:50 AM	07/15/2021
Indicating Device		Tested	9:05:50 AM	07/15/2021
Indicating Device		Tested	9:00:34 AM	07/15/2021
Indicating Device		Tested	8:45:37 AM	07/15/2021
Indicating Device		Tested	7:36:37 AM	07/14/2021
Indicating Device		Tested	7:43:17 AM	07/14/2021
Remote Indicator		Tested	10:20:21 AM	07/15/2021
Remote Indicator		Tested	10:00:36 AM	07/14/2021
Strobe		Tested	8:10:21 AM	07/15/2021
Strobe		Tested	8:10:30 AM	07/15/2021
Strobe		Tested	8:11:28 AM	07/15/2021
Strobe		Tested	8:10:56 AM	07/15/2021
Strobe		Tested	8:13:52 AM	07/15/2021
Strobe		Tested	8:14:03 AM	07/15/2021
Strobe		Tested	8:14:15 AM	07/15/2021
Strobe		Tested	8:13:48 AM	07/15/2021
Strobe		Tested	1:40:47 PM	07/15/2021
Strobe		Tested	1:40:50 PM	07/15/2021
Strobe		Tested	1:40:53 PM	07/15/2021
Strobe		Tested	1:40:57 PM	07/15/2021
Strobe		Tested	1:41:11 PM	07/15/2021
Strobe		Tested	1:41:24 PM	07/15/2021
Strobe		Tested	10:21:16 AM	07/15/2021
Strobe		Tested	10:21:27 AM	07/15/2021
Strobe		Tested	11:43:51 AM	07/15/2021
Strobe		Tested	11:43:45 AM	07/15/2021
Strobe		Tested	10:21:53 AM	07/15/2021
Strobe		Tested	10:21:46 AM	07/15/2021
Strobe		Tested	10:21:37 AM	07/15/2021
Strobe		Tested	11:43:55 AM	07/15/2021
Strobe		Tested	11:43:40 AM	07/15/2021
Strobe		Tested	11:43:48 AM	07/15/2021
Strobe		Tested	10:21:56 AM	07/15/2021
Strobe		Tested	10:21:41 AM	07/15/2021
Strobe		Tested	10:21:34 AM	07/15/2021
Strobe		Tested	10:21:30 AM	07/15/2021
Strobe		Tested	10:21:20 AM	07/15/2021
Strobe		Tested	10:05:57 AM	07/15/2021
Strobe		Tested	10:06:07 AM	07/15/2021
Strobe		Tested	10:06:12 AM	07/15/2021
Strobe		Tested	10:07:06 AM	07/15/2021
Strobe		Tested	10:06:54 AM	07/15/2021
Strobe		Tested	10:06:47 AM	07/15/2021
Strobe		Tested	10:06:41 AM	07/15/2021
Strobe		Tested	10:06:28 AM	07/15/2021
Strobe		rested		01/13/2021

Device Type	Location	Service	Time	Date
	Passed			
Strobe		Tested	10:06:01 AM	07/15/2021
Strobe		Tested	10:06:04 AM	07/15/2021
Strobe		Tested	10:06:16 AM	07/15/2021
Strobe		Tested	10:06:19 AM	07/15/2021
Strobe		Tested	10:07:08 AM	07/15/2021
Strobe		Tested	10:07:02 AM	07/15/2021
Strobe		Tested	10:06:44 AM	07/15/2021
Strobe		Tested	10:06:51 AM	07/15/2021
Strobe		Tested	10:06:34 AM	07/15/2021
Strobe		Tested	9:08:39 AM	07/15/2021
Strobe		Tested	9:08:12 AM	07/15/2021
Strobe		Tested	8:34:10 AM	07/15/2021
Initiating				
CO Detector		Tested	8:33:31 AM	07/14/2021
CO Detector		Tested	8:34:51 AM	07/14/2021
CO Detector		Tested	8:45:05 AM	07/14/2021
CO Detector		Tested	9:51:15 AM	07/14/2021
CO Detector		Tested	8:43:11 AM	07/14/2021
CO Detector		Tested	8:40:22 AM	07/14/2021
CO Detector		Tested	9:47:24 AM	07/14/2021
CO Detector		Tested	8:39:45 AM	07/14/2021
CO Detector		Tested	8:36:56 AM	07/14/2021
CO Detector		Tested	8:21:06 AM	07/14/2021
CO Detector		Tested	8:02:45 AM	07/14/2021
CO Detector		Tested	7:33:58 AM	07/14/2021
Duct Detector		Tested	10:57:50 AM	07/15/2021
Duct Detector		Tested	10:55:13 AM	07/15/2021
Duct Detector		Tested	11:32:59 AM	07/15/2021
Duct Detector		Tested	11:39:00 AM	07/15/2021
Duct Detector		Tested	11:40:50 AM	07/15/2021
Duct Detector		Tested	11:46:39 AM	07/15/2021
Duct Detector		Tested	10:20:06 AM	07/14/2021
Duct Detector		Tested	10:23:23 AM	07/14/2021
Duct Detector		Tested	11:24:56 AM	07/15/2021
Duct Detector		Tested	11:36:49 AM	07/15/2021
Duct Detector		Tested	10:18:40 AM	07/15/2021
Duct Detector		Tested	1:28:52 PM	07/14/2021
Duct Detector		Tested	10:11:16 AM	07/15/2021
Duct Detector		Tested	1:27:00 PM	07/14/2021
Duct Detector		Tested	10:25:47 AM	07/15/2021
Duct Detector		Tested	1:20:21 PM	07/14/2021
Duct Detector		Tested	10:10:16 AM	07/14/2021
Duct Detector		Tested	10:04:50 AM	07/15/2021
Duct Detector		Tested	9:59:32 AM	07/14/2021
Duct Detector		Tested	9:05:21 AM	07/15/2021
Duct Detector		Tested	8:49:43 AM	07/15/2021
Duct Detector		Tested	9:07:47 AM	07/15/2021
Duct Detector		Tested	9:00:30 AM	07/15/2021
Duct Detector		Tested	8:45:21 AM	07/15/2021
Duct Detector		Tested	7:52:13 AM	07/14/2021

Device Type	Location	Service	Time	Date
	Passed			
Duct Detector		Tested	7:52:27 AM	07/14/2021
Duct Detector		Tested	7:36:05 AM	07/14/2021
Duct Detector		Tested	7:38:53 AM	07/14/2021
Heat Detector		Tested	8:04:54 AM	07/14/2021
Initiating Device		Tested	11:42:25 AM	07/15/2021
Pull Station		Tested	7:24:14 AM	07/14/2021
Pull Station		Tested	10:48:57 AM	07/14/2021
Pull Station		Tested	11:34:22 AM	07/14/2021
Pull Station		Tested	10:17:24 AM	07/14/2021
Pull Station		Tested	10:16:56 AM	07/14/2021
Pull Station		Tested	9:00:55 AM	07/14/2021
Pull Station		Tested	9:01:28 AM	07/14/2021
Pull Station		Tested	8:55:05 AM	07/14/2021
Pull Station		Tested	8:54:20 AM	07/14/2021
Pull Station		Tested	8:51:37 AM	07/14/2021
Pull Station		Tested	8:50:16 AM	07/14/2021
Pull Station		Tested	8:35:09 AM	07/14/2021
Pull Station		Tested	8:45:34 AM	07/14/2021
Pull Station		Tested	8:21:49 AM	07/14/2021
Pull Station		Tested	7:44:09 AM	07/14/2021
Pull Station		Tested	8:23:42 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:48:48 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:39:03 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:40:35 AM	07/14/2021
Smoke Detector		Tested/Cleaned	9:41:26 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:36:30 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:40:44 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:51:30 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:52:38 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:12:37 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:13:23 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:14:44 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:21:49 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:26:57 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:30:42 AM	07/14/2021
Smoke Detector		Tested/Cleaned	8:57:14 AM	07/14/2021
Smoke Detector		Tested/Cleaned	8:59:18 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:05:20 AM	07/14/2021
Smoke Detector		Tested/Cleaned	10:04:51 AM	07/14/2021
Smoke Detector		Tested/Cleaned	8:53:55 AM	07/14/2021
Smoke Detector		Tested/Cleaned	8:49:53 AM	07/14/2021
Smoke Detector		Tested/Cleaned	9:54:50 AM	07/14/2021
Smoke Detector		Tested/Cleaned	8:29:43 AM	07/14/2021
Smoke Detector		Tested/Cleaned	8:38:20 AM	07/14/2021
Smoke Detector		Tested/Cleaned	8:05:57 AM	07/14/2021
Smoke Detector		Tested/Cleaned	8:01:56 AM	07/14/2021
Smoke Detector		Tested/Cleaned	7:50:43 AM	07/14/2021
Smoke Detector		Tested/Cleaned	7:55:32 AM	07/14/2021
Smoke Detector		Tested/Cleaned	7:32:45 AM	07/14/2021
Smoke Detector		Tested/Cleaned	7:37:29 AM	07/14/2021

Device Type	Location	Service	Time	Date
	Passed			
Smoke Detector		Tested/Cleaned	8:26:09 AM	07/14/2021
Smoke Detector		Tested/Cleaned	1:53:36 PM	07/14/2021
Smoke Detector		Tested/Cleaned	1:40:56 PM	07/14/2021
Waterflow Switch		Tested	11:38:09 AM	07/14/2021
Waterflow Switch		Tested	11:33:45 AM	07/14/2021
Waterflow Switch		Tested	11:31:18 AM	07/14/2021
Waterflow Switch		Tested	11:28:24 AM	07/14/2021
Waterflow Switch		Tested	11:25:29 AM	07/14/2021
Waterflow Switch		Tested	11:23:44 AM	07/14/2021
Waterflow Switch		Tested	11:20:40 AM	07/14/2021
Waterflow Switch		Tested	11:15:19 AM	07/14/2021
Monitor				
Module		Tested	11:36:47 AM	07/14/2021
Module		Tested	10:42:44 AM	07/14/2021
Module		Tested	10:43:56 AM	07/14/2021
Module		Tested	11:32:39 AM	07/14/2021
Module		Tested	11:30:21 AM	07/14/2021
Module		Tested	8:58:16 AM	07/14/2021
Module		Tested	11:26:53 AM	07/14/2021
Module		Tested	11:25:02 AM	07/14/2021
Module		Tested	11:23:06 AM	07/14/2021
Module		Tested	7:57:43 AM	07/14/2021
Module		Tested	7:57:52 AM	07/14/2021
Module		Tested	7:58:39 AM 7:58:47 AM	07/14/2021
Module		Tested	8:00:35 AM	07/14/2021
Module Module		Tested Tested	7:51:17 AM	07/14/2021 07/14/2021
Module		Tested	7:51:25 AM	07/14/2021
Module		Tested	7:51:43 AM	07/14/2021
Module		Tested	11:16:26 AM	07/14/2021
Module		Tested	11:18:35 AM	07/14/2021
Module		Tested	1:52:46 PM	07/14/2021
Module		Tested	1:55:09 PM	07/14/2021
Module		Tested	11:14:21 AM	07/14/2021
Module		Tested	11:15:41 AM	07/14/2021
Module		Tested	11:15:46 AM	07/14/2021
Module		Tested	11:15:55 AM	07/14/2021
Monitor Device		Tested	7:37:03 AM	07/14/2021
Supervisory				
Tamper Switch		Tested	11:35:38 AM	07/14/2021
Tamper Switch		Tested	10:43:02 AM	07/14/2021
Tamper Switch		Tested	10:43:25 AM	07/14/2021
Tamper Switch		Tested	10:43:47 AM	07/14/2021
Tamper Switch		Tested	10:44:10 AM	07/14/2021
Tamper Switch		Tested	11:50:30 AM	07/15/2021
Tamper Switch		Tested	11:32:28 AM	07/14/2021
Tamper Switch		Tested	11:30:10 AM	07/14/2021
Tamper Switch		Tested	11:26:47 AM	07/14/2021

Device Type	Location	Service	Time	Date
	Passed			
Tamper Switch		Tested	11:24:54 AM	07/14/2021
Tamper Switch		Tested	11:22:46 AM	07/14/2021
Tamper Switch		Tested	7:58:13 AM	07/14/2021
Tamper Switch		Tested	7:58:56 AM	07/14/2021
Tamper Switch		Tested	7:59:20 AM	07/14/2021
Tamper Switch		Tested	7:59:59 AM	07/14/2021
Tamper Switch		Tested	1:37:38 PM	07/15/2021
Tamper Switch		Tested	1:37:48 PM	07/15/2021
Tamper Switch		Tested	7:56:33 AM	07/14/2021
Tamper Switch		Tested	7:57:03 AM	07/14/2021
Tamper Switch		Tested	1:54:16 PM	07/14/2021
Tamper Switch		Tested	11:13:59 AM	07/14/2021
Tamper Switch		Visually Checked	1:43:40 PM	07/14/2021
Tamper Switch		Tested	1:43:53 PM	07/14/2021
Tamper Switch		Visually Checked	1:44:19 PM	07/14/2021
Tamper Switch		Visually Checked	1:44:44 PM	07/14/2021
Tamper Switch		Visually Checked	1:44:59 PM	07/14/2021
Tamper Switch		Visually Checked	1:45:12 PM	07/14/2021
Device Type	Location	Service	Time	Date
	Failed/Other			
Control				
Battery		Tested	2:14:09 PM	07/15/2021
Battery		Tested	2:14:44 PM	07/15/2021
Indicating				
Indicating Device		Tested	11:34:16 AM	07/15/2021
Initiating				
CO Detector		Tested	9:51:37 AM	07/14/2021
Duct Detector		Tested	1:11:23 PM	07/14/2021
Device Type	Location	Service	Time	Date
	Untested			
Indicating				
Indicating Device	3rd kitchen by freezer			

Service Summary

Generated by: BuildingReports.com

Building: TEP Charter School

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

Davisa Type	Service	Quantity
Device Type	Service	Quantity
	Failed/Other	
Battery	Tested	2
CO Detector	Tested	1
Duct Detector	Tested	ī
Indicating Device	Tested	1
Total		5
	Passed	
Battery	Tested	4
CO Detector	Tested	12
Control Panel	Tested	ı
Disconnect	Tested	2
Duct Detector	Tested	28
Heat Detector	Tested	1
Horn/Strobe	Tested	44
Indicating Device	Tested	19
Initiating Device	Tested	1
Module	Tested	25
Monitor Device	Tested	1
Non-Programmable Relay	Tested	5
Power Supply	Tested	2
Programmable Relay	Tested	13
Programmable Relay	Visually Checked	1
Pull Station	Tested	16
Remote Indicator	Tested	2
Smoke Detector	Tested/Cleaned	32
Strobe	Tested	49
Tamper Switch	Tested	22
Tamper Switch	Visually Checked	.5
Waterflow Switch	Tested	8
Total		293
	Untested	
Indicating Device		1
Total		1
Grand Total		299

Auxiliary Functions Testing

Generated by: BuildingReports.com

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

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.

Туре	Location	Comment	ScanID	Simulated
		Passed		
Non-Prog	ramma <u>ble Relav</u>			
		Passed	64949458	
		Passed	64949445	
		Passed	64949305	
		Passed	64949285	
		Passed	64949284	
Programm	nable Relay			
		Passed	64949515	
		Passed	64949456	
		Passed	64949500	
		Passed	64949501	
		Passed	64949506	
		Passed	64949499	
		Passed	64949426	
		Passed	64949425	
		Passed	64949446	
		Passed	64949454	
		Passed	64949283	
		Passed	64949282	
		Passed	64949287	
		Passed	64949304	

Empire Fire Systems 13 Download Date: 07/19/2021

Battery & Power Supply Testing

Generated by: BuildingReports.com

Building: TEP Charter School

Control Panel: 1 - Mircom flenex

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.

Rated Rated Pre Post Min T								
Туре	Location	Ah	Volts	Test	Test	Ah	Ah	
		Passe	d					
Sealed Lead Acid		7	12	12	12.9	4.55	7.5	
Sealed Lead Acid		7	12	12	12.9	4.55	7.3	
Sealed Lead Acid		7	12	12	12.9	4.66	7	
Sealed Lead Acid		7	12	12	12.9	4.55	7.3	
		Failed/O	ther					
Sealed Lead Acid		18	12	12	13.7	11	flat	
Sealed Lead Acid		18	12	12	13.4	11	flat	

Empire Fire Systems 14 Download Date: 07/19/2021

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
Indicating Device	20	Indicating	7.02%	21
Power Supply		Control	0.67%	2
Pull Station		Initiating	5.35%	16
Smoke Detector		Initiating	10.70%	32
CO Detector		Initiating	4.35%	13
Duct Detector		Initiating	9.70%	29
Monitor Device		Monitor	0.33%	1
Module		Monitor	8.36%	25
Programmable Relay		Auxiliary	4.68%	14
Non-Programmable Relay		Auxiliary	1.67%	5
Tamper Switch		Supervisory	9.03%	27
Heat Detector		Initiating	0.33%	1
Remote Indicator		Indicating	0.67%	2
Disconnect		Control	0.67%	2
Waterflow Switch		Initiating	2.68%	8
Control Panel		Control	0.33%	1
Strobe		Indicating	16.39%	49
Horn/Strobe		Indicating	14.72%	44
Initiating Device		Initiating	0.33%	1
Battery		Control	2.01%	6
Туре	Qty	Model #	Description	Install Date
		In Service -	- 90 Days - 1 Year	
Non-Programmable Relay	5	mr101	•	01/19/2021
aleum				
Tamper Switch	2	butterfly		01/19/2021
butterfly				
Tamper Switch	4			01/19/2021
Tamper Switch	5	67BFV		01/19/2021
EATON				
Disconnect	2	30 A,249V~60Hz		01/19/2021
Mgc				
Battery			Cooled Load Asid	01/19/2021
	2	BAT - 12V18A	Sealed Lead Acid	01/13/2021
Battery	2	BAT - 12V18A BAT - 12V7A	Sealed Lead Acid	01/19/2021
Battery Mircom				
Mircom				01/19/2021
10 10 10 10 10 10 10 10 10 10 10 10 10 1	4	BAT - 12V7A		01/19/2021
Mircom Control Panel	1	BAT – 12V7A flenex		01/19/2021

Module	3	mix-m500map	01/19/2021
Monitor Device	1	mix-m500rap	01/19/2021
mircom			
Power Supply	2	INX-10A	01/19/2021
Programmable Relay	14	mix-m500rap	01/19/2021
Mircom			
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	13	co1224tr	01/19/2021
Duct Detector	29	DnR	01/19/2021
Horn/Strobe	5		01/19/2021
Horn/Strobe	39	P2RK	01/19/2021
Indicating Device	3	RA100	01/19/2021
Indicating Device	18	RA100Z	01/19/2021
Initiating Device	1	RA100Z	01/19/2021
Remote Indicator	2	RA100z	01/19/2021
Strobe	49	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

Empire Fire Systems 16 Download Date: 07/19/2021

Zone Address Report

Generated by: BuildingReports.com

Building: TEP Charter School

Control Panel: 1 - Mircom flenex

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	Туре	ScanID
Zone/Cir	cuit: 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

Ť	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
	Zono/Cire		
	Zone/Circ		
	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
(8)			

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
	So Detector	0.13.13230

07/08	Module	6494940
15	Module	6494937
15	Module	6494937
18/19	Module	6494953
22	CO Detector	6494931
25/26	Module	6494931
28/29	Module	6494927
31/32	Module	6494929
33/34	Module	6494929
35/36	Module	6494929
46/47	Module	6494925
48/49	Module	6494926
61/62	Module	6494926

90-day Extension of Temporary Certificate of Occupancy for MANHATTAN 4280 BROADWAY

TCOextension@buildings.nyc.gov <TCOextension@buildings.nyc.gov>

Tue 5/11/2021 3:10 PM

To: Lou * RWS * <loug@rws.nyc>

2 attachments (19 KB)

NYC_Buildings.png; dobnyc_Manhattan_BC.png;

You are receiving this email as the owner or stakeholder associated with Job Number 122755321. Our records indicate that you have taken steps to renew the Temporary Certificate of Occupancy in DOB NOW: *Build* prior to the expiration date of the TCO.

Due to the high volume of Occupancy submissions, the NYC Department of Buildings is granting a 90-day extension of Temporary Certificate Occupancy number 122755321T018 that has a current expiration date of 05/12/2021, subject to all conditions for which such TCO was granted. The new expiration date is 08/10/2021.

Once the Schedule of Occupancy request that was submitted in <u>DOB NOW: Build</u> is approved, a Certificate of Occupancy request (of any type) must also be submitted and then approved before there can be any subsequent renewal. Renewal fees will be applied based on the expiration date of the TCO prior to the extension.



John Raine, R.A. Manhattan Borough Commissioner NYC Department of Buildings





Certificate of Occupancy

CO Number:

122755321T018

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.

A.	Borough: Manhattan Address: 4280 BROADWAY Building Identification Number (BIN): 106	Block Number (s 3925 Building Type	s): 16	Certificate Type: Effective Date: Expiration Date:	Temporary 02/11/2021 05/12/2021	
	This building is subject to this Building Co	Altered ode: Prior to 1968 Code				
В.	Construction classification: Building Occupancy Group classification: Multiple Dwelling Law Classification:	3	(Prior to 1968 Co	Code designation)		
	No. of stories:	Height in feet:		No. of dwelling uni	its: 0	
C.	Fire Protection Equipment: Fire alarm system, Sprinkler system					
D.	Type and number of open spaces: None associated with this filing.					
E.	This Certificate is issued with the following legal limitations: None					
	Outstanding requirements for obtaining Fi					
	There are 18 outstanding requirements. Pleas	e reter to BISANED tor turth	er detail.			
	Borough Comments: None					

J,

mele E. Elle

Commissioner



Certificate of Occupancy

CO Number:

122755321T018

	Permissible Use and Occupancy					
	All B	uilding C	ode occupar	ncy group de	signations	s below are 2008 designations.
Floor From To	Maximum persons permitted	lbs per	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
From To	permitted	sa.π.	group	Units	use group	Description of use

Borough Commissioner

mele E. Elle

Commissioner