



NISN FACILITIES PROGRAM

Facility Affordability Worksheet

Background

This worksheet is part of a learning module for facility planning. This module is designed to help school leaders who are planning for their first school site or evaluating a new site for relocation or expansion. It includes tools to assess the programmatic and financial viability of potential locations for your school to assist in site selection.

Instructions

This specific tool, a Facility Affordability Worksheet, will help understand short- and long-term costs of your selected facility or short-list of promising facilities and weigh those costs against your net operating costs to understand the financial viability of locating at the site. Before beginning this worksheet, leaders should have completed other tools in this module:

- ❖ [Facilities Planning Steps Checklist](#)
What are the key steps I should follow in finding an appropriate school facility? How do those steps integrate into school plans?
- ❖ [Facility Needs Assessment Worksheet](#)
How much space will my school need at inception? What about space needed at full enrollment? What types of spaces do I need to fulfill my educational program?
- ❖ [School Site Assessment Worksheet](#)
Does the site meet educational requirements? Does it provide a safe environment, that also nurtures student growth? Does my school community approve of the selected site?

Important Note

Educational requirements, school facility codes, and building codes vary by jurisdiction. You will need to consult the relevant authorities to ensure you understand all local compliance requirements that your school will be subject to, prior to selecting your facility. These include public sector departments overseeing educational facilities, building safety codes, and Tribal entities if your school is located on Tribal lands.

About this Document

This was produced as part of the NISN Facilities Training Program, an effort funded by the U.S. Department of Education Charter Schools Program (Award #U282T180018). Awarded to the NACA Inspired Schools Network (NISN), the program supports expansion of opportunities for Native American and other underserved students to attend high-performing, innovative, and culturally responsive charter schools. Work includes technical assistance to schools in three states and documentation and dissemination of information, resources, and tools for facilities needs assessment, planning, and funding.

Facility Affordability

Prior to moving forward with a site/facility, the financial feasibility needs to be assessed relative to a school's operating budget and growth projections. If you are deciding between multiple options, you will want to factor their relative costs into your decision. The School Print team at LISC developed several useful budgeting templates you can incorporate into your facility plan. If you have not yet prepared operating projections for your school, you can use the [Pro Forma Budget Projections Template](#). Use figures from your operating projections to calculate your total facilities costs relative to your total operating budget:

| Facility Affordability Worksheet Summary | | | | | |
|---|--------|--------|--------|--------|--------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| A. Enrollment # of Students by Year | | | | | |
| B. Projected Total Operating Revenues | | | | | |
| C. Projected Total Operating Expenses | | | | | |
| D. Facility Costs (per year) | | | | | |
| ❖ Rent | | | | | |
| ❖ Utilities | | | | | |
| ❖ Maintenance & regular repairs | | | | | |
| ❖ Janitorial services | | | | | |
| ❖ Renovation projects | | | | | |
| ❖ Other | | | | | |
| Total Facility Costs | | | | | |
| E. Facility Costs as % of B. Total Revenues | | | | | |
| F. Facility Costs as % of C. Total Expenses | | | | | |

If the site/facility under consideration requires major renovations, you will want to prepare a facilities project budget detailing each expense and estimated costs. For that you can use the [Sources and Uses Template](#).

The [Project Cost Calculator](#) can help you estimate your total facilities project costs and how you might afford to pay for the project with existing financial resources and/or financing options.