

## APPENDIX 1.2: FACILITIES

### 1.2a: Detailed Space Requirements

Facilities experts who have worked with other high-performing charter schools implementing a slow-growth model recommend that a school site allow for approximately 80 square feet per student.<sup>1</sup> Given this number, Chicago Prep will need a school site of 9,600 square feet in Year 1 to accommodate our 120 students, to grow in correlation with our enrollment as indicated in Figure 1.9.

**Figure 1.9: Square Footage Requirements for School Site**

Year of Operation	Number of Students	Square Feet Requirements Assuming 80 Square Feet Per Student
Year 1	120	9,600
Year 2	180	14,400
Year 3+, at capacity	240	19,200

Within the total square footage, we have determined both our ideal requirements to successfully implement the school model (Figure 1.10) as well as our minimum requirements (Figure 1.11). Having both sets of requirements will help to guide our decision-making when weighing the pros and cons of possible sites for Chicago Prep.

**Figure 1.10: Year 1 Ideal Requirements**

Space	Function and Details
6 general education classrooms	One classroom for each core content teacher: 5 <sup>th</sup> math, 5 <sup>th</sup> ELA, 6 <sup>th</sup> math, 6 <sup>th</sup> ELA, 5 <sup>th</sup> /6 <sup>th</sup> science, 5 <sup>th</sup> /6 <sup>th</sup> social studies.
1 special education classroom	Space for the special education teachers to deliver pull out services.
1 gymnasium	Space for the physical education teacher to hold class, allowing scholars plenty of room to play sports and exercise.
1 multipurpose room	Space for students to eat breakfast and lunch, weekly whole-school assemblies and other multi-classroom and/or family events, including talent shows, trimester awards ceremonies, and art showcases.
1 conference room	Space for group meetings to take place, including IEP meetings, student-teacher-parent meetings, and Chicago Prep team meetings.
1 teacher work room	Houses one large printer/copy machine and provides space for teachers to work and plan.
1 custodial/maintenance room	Storage for all custodial supplies.
1 student restroom for boys	Student restroom
1 student restroom for girls	Student restroom
2 staff restrooms	Staff restroom
1 office for Head of School	Space for Head of School to work and meet with staff, students, and families.
1 office for Assistant Head of School	Space for Assistant Head of School to work and meet with staff, students, and families.
1 front office space	Space for welcoming students, families, visitors; main entry to the school. Space where the Manager of Operations works and meets with staff, students, and families.

<sup>1</sup> As part of the BES Fellowship, Lead Founder Mary Griffin received facilities training from the team at BES, which has opened over 175 charter schools in 21 states, as well as charter school facilities expert Bob Baldwin, Managing Principal of Qroe Preservation Development.

**Figure 1.11: Year 1 Minimum Requirements**

Space	Function and Details
4 general education classrooms	One classroom per cohort of students; each classroom to serve as the home base for one math or ELA teacher: 5 <sup>th</sup> math, 5 <sup>th</sup> ELA, 6 <sup>th</sup> math, 6 <sup>th</sup> ELA. Social studies classes will take place in ELA classrooms; science classes will take place in math classrooms.
1 special education classroom	Space for the special education teachers to deliver pull out services.
1 multipurpose room	Space that could fulfill a variety of needs if necessary, including space for breakfast and lunch each day; space for physical education class; and space for weekly whole-school assemblies and multi-class and/or family events.
1 teacher work room	Houses one large printer/copy machine and provides space for teachers to work and collaboratively plan.
1 custodial/maintenance room	Storage for all custodial supplies.
1 student restroom for boys	Student restroom
1 student restroom for girls	Student restroom
2 staff restrooms	Staff restroom
1 front office space	Space for welcoming students, families, visitors; main entry to the school, space for administration to work.

In Year 1, the key differences between the ideal space and minimum space are the elimination of two classrooms; the elimination of a conference room; the elimination of both administrative offices; and the combining of the gymnasium, multipurpose room, and cafeteria into one multipurpose room. Although six classrooms are preferred to give each core content teacher a sense of ownership over space, four classrooms would also suffice with only four classes of students. If necessary, we could also do without a conference room and hold meetings in other available spaces, including the multipurpose room. Similarly, it would be ideal for each member of the leadership team to have his or her own designated workspace but shared front office space would also be sufficient. Finally, our minimum requirements include just one multipurpose room because none of the key functions – breakfast, assembly, lunch, physical education class, and whole-school and/or family events – will take place at the same time during the school day/week. The only exception is on Fridays, when different classes have lunch and physical education at the same time, but in those instances, physical education could take place outdoors or in a classroom. In Year 2 and Year 3, the average square footage requirement increases to reflect our increasing number of students through Year 3 when we reach full enrollment. The other main difference between the minimum requirements and the ideal requirements in each of the first three years is the number of general education classrooms, as indicated in Figure 1.12 below.

**Figure 1.12: Ideal vs. Minimum General Education Classrooms Years 1-3+**

Year	Ideal Classrooms	Minimum Classrooms
1	6 classrooms (one for each core content teacher: 5 <sup>th</sup> math, 5 <sup>th</sup> ELA, 6 <sup>th</sup> math, 6 <sup>th</sup> ELA, 5 <sup>th</sup> /6 <sup>th</sup> science, 5 <sup>th</sup> /6 <sup>th</sup> social studies).	4 classrooms (one for each math and ELA teacher: 5 <sup>th</sup> math, 5 <sup>th</sup> ELA, 6 <sup>th</sup> math, 6 <sup>th</sup> ELA. Social studies teaches in ELA classrooms, Science teaches in math classrooms).
2	9 classrooms (one for each core content teacher: 5 <sup>th</sup> math, 5 <sup>th</sup> ELA, 6 <sup>th</sup> math, 6 <sup>th</sup> ELA, 5 <sup>th</sup> /6 <sup>th</sup> science, 5 <sup>th</sup> /6 <sup>th</sup> social studies, 7 <sup>th</sup> math, 7 <sup>th</sup> ELA, 7 <sup>th</sup> social studies and science).	6 classrooms (one for each math and ELA teacher: 5 <sup>th</sup> math, 5 <sup>th</sup> ELA, 6 <sup>th</sup> math, 6 <sup>th</sup> ELA, 7 <sup>th</sup> math, 7 <sup>th</sup> ELA. Social studies teaches in ELA classrooms, science teaches in math classrooms).
3+	12 classrooms (one for each core content teacher: 5 <sup>th</sup> math, 5 <sup>th</sup> ELA, 6 <sup>th</sup> math, 6 <sup>th</sup> ELA, 5 <sup>th</sup> /6 <sup>th</sup> science, 5 <sup>th</sup> /6 <sup>th</sup> social studies, 7 <sup>th</sup> math, 7 <sup>th</sup> ELA, 8 <sup>th</sup> math, 8 <sup>th</sup> ELA, 7 <sup>th</sup> /8 <sup>th</sup> science, 7 <sup>th</sup> /8 <sup>th</sup> social studies).	8 classrooms (one for each math and ELA teacher: 5 <sup>th</sup> math, 5 <sup>th</sup> ELA, 6 <sup>th</sup> math, 6 <sup>th</sup> ELA, 7 <sup>th</sup> math, 7 <sup>th</sup> ELA, 8 <sup>th</sup> math, 8 <sup>th</sup> ELA. Social studies teaches in ELA classrooms, science teaches in math classrooms).

In each year, our preference is for each core content teacher to have his or her own classroom. This layout benefits the teachers, who would have the autonomy to organize their space and to maintain all student papers and instructional materials in one centralized location. This layout also benefits the students, who will be better prepared for high school by transitioning occasionally and navigating more spaces. However, if necessary, we can fulfill the mission of Chicago Prep without the benefit of one classroom per teacher. The other differences between our ideal requirements (Figure 1.13) and our minimum requirements (Figure 1.14) can be seen in the tables below, which reflect Year 1-3 growth, when Chicago Prep will be operating at full capacity with 5<sup>th</sup>-8<sup>th</sup> grade.

**Figure 1.13: Ideal Space Requirements By Year**

	Year 1	Year 2	Year 3+
Overall sq ft (100 sq ft/student)	12,000	18,000	24,000
Number of students	120	180	240
Grades served	5-6	5-7	5-8
Gen Ed. classrooms	6	9	12
Sp. Ed. classrooms	1	2	2
Gymnasium	1	1	1
Multipurpose room	1	1	1
Conference room	1	1	1
Cafeteria	1	1	1
Teacher work room	1	1	1
Custodial room	1	1	1
Student restrooms – boys	1	1	2
Student restrooms – girls	1	1	2
Staff restrooms	2	3	4
Administrative offices	2	2	3
Front office space	1	1	1

**Figure 1.14: Minimum Space Requirements By Year**

	Year 1	Year 2	Year 3 and beyond
Average square feet (80 square feet per student)	9,600	14,400	19,200
Number of students	120	180	240
Grades served	5-6	5-7	5-8
Gen Ed. Classrooms	4	6	8
Sp. Ed. classrooms	1	2	2
Gymnasium	0	0	0
Multipurpose room	1	1	1
Conference room	0	0	0
Cafeteria	0	0	0
Teacher work room	1	1	1
Custodial room	1	1	1
Student restrooms – boys	1	1	1
Student restrooms – girls	1	1	1
Staff restrooms	2	2	3
Administrative offices	0	0	1
Front office space	1	1	1



## APPENDIX 1.2: FACILITIES

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### 1.2b: ADA Compliance Reports

## ADA REPORT

**This report is to be completed by a building professional and signed below by a representative of your school with the authority to commit to any necessary building and policy remediation.**

I have read the below report and commit to the remediation plan described in Section VII.

Signature: Mary Griffin

Name (printed): Mary Griffin

Title: Executive Director

Date:

7/22/20

School/Organization: Chicago Preparatory

Charter Middle School



## Instructions:

1. Please fill out a separate ADA Report for each of the following:
  - Your proposed facility;
  - Your back-up facility; and
  - Any temporary facility you contemplate using if your facility is not ready in time for your school's opening.
2. Answer the questions in Sections I-VII with regard to the *current state of the facility*, regardless of any plans you may have to renovate it; detail any planned renovations in Section VIII. Note in that section the details of any spaces for which you intend to change the use (e.g., converting a storage area into a lunchroom).
3. Survey each building for compliance with the 2010 ADA Standards for Accessible Design, 28 C.F.R. Pt. 36, Subpart D (2010) & 36 CFR pt. 1191, App. B & D. (2009) (available at [www.ada.gov](http://www.ada.gov)) which are strictly required in new construction and alterations and are used as a guide in pre-existing, unaltered buildings/spaces.
4. You or your building professional should survey each building feature listed below for each standard listed parenthetically after. Small deviations from ADA standards can amount to total exclusion from a facility for some persons with disabilities, and visual surveys alone, without careful measurements, will not be sufficient to detect these often critical deviations. Please note that the below-cited standards are not necessarily all of the standards applicable to the particular feature or to your building.
5. City permits or Certificates of Occupancy do not demonstrate or ensure ADA compliance.
6. CPS will provide assistance in completing this Report upon request. Please contact Eben Smith of CPS, at [ecsmith8@cps.edu](mailto:ecsmith8@cps.edu), to submit a request or if you have any questions about this Report.

**Name of School or Proposed School**  
 \_\_\_\_\_  
**St. Ambrose Elementary School**  
 \_\_\_\_\_  
**Address of Facility**  
 \_\_\_\_\_  
**1030 E. 47<sup>th</sup> Street, Chicago, IL**  
**60653** \_\_\_\_\_

**Year Constructed**  
 \_\_\_\_\_ **1906** \_\_\_\_\_  
  
**Dates of Any Known Alterations**  
 \_\_\_\_\_  
 \_\_\_\_\_

(check one)    proposed location  \_\_\_\_\_    back-up location \_\_\_\_\_    temporary location \_\_\_\_\_

<b>Person Completing Report (name &amp; title)</b>	<b>School Organization/Design Team Member Attesting to Information &amp; Remediation Plan (name &amp; title)</b>
<u>Sherry Drain, Project Manager, Senior Designer</u> _____ _____	
<b>Date of Report</b> <u>7/22/20</u> _____	

**I. Site:**

A. Do the parking lot and the routes from the parking lot, bus drop-off, and sidewalks comply with all ADA Standards? (E.g., §206 & §402 [accessible routes-general]; §403 [walking surfaces]; §404 [doors, doorways & gates]; §405 [ramps-note: for areas primarily serving children 12 & under, some guidance recommends slopes ≤1:16 & ramp runs ≤ 20']; §406 [curb ramps]; §208 & §502 [parking spaces]; §209 & §503 [drop-off zones])

No

B. Is there a playground area? (y/n) No \_\_\_\_\_ If so, does it comply with all ADA play area guidelines? (E.g., §240 & §1008 [play areas])



## **Entrance:**

- C. Does the main building entrance comply with all ADA Standards? (E.g., §206.4 [entrances - general]; §206.5 [doors, doorways & gates]; §405 [ramps - note: for areas primarily serving children 12 & under, some guidance recommends slopes  $\leq 1:16$  & ramp runs  $\leq 20'$ ]; §216.2, §216.3, §216.6 & §703.7 [signs]; §205, §308, §309, §309.4 [intercoms: scoping, reach ranges, operability])

No

- D. If there are other, inaccessible entrances, do they have signage directing to the accessible entrance? (E.g., §216.3, §216.5, §703.5)

No

## **II. Interior Routes:**

- A. Are all floor levels (including basements, half-levels & mezzanines that have functional rooms) served by an ADA-compliant elevator or other allowable means of vertical access (specify)? (E.g., §206.2.3, §206.6, §206.7 [accessible routes in multi-story buildings & facilities-scoping]; §407 [elevators]; §408 [Limited-Use-Limited-Application "LULA" elevators]; §410 [platform lifts])

No

- B. Are all rooms & spaces on each floor on accessible routes (i.e., no rooms up a step or curb from the regular floor level; no rooms set off from the regular floor by a narrow corridor)? (E.g., §206.2.3)

Yes

- C. If the school includes student lockers, does the appropriate number meet ADA Standards for reach and operability? (E.g., §225.2.1 & §811)

Yes

- D. Are there objects that protrude more than 4" into circulation paths, which may pose a danger to people who are blind or visually impaired? (E.g., §204.1, §307)

Yes

## **III. Classrooms**

- A. Do all classrooms & instructional spaces comply with ADA Standards? (E.g.: §404 [doors & doorways]; §216.2 & §703 [signs]; §225 & §811 [shelves/storage]; §606 [sinks]; §204.1 & §307 [protruding objects]; §308 [whiteboards]; §205, §309 [controls]; §226 & §902 [lab stations/work surfaces], §902.4 [work surfaces for children 12 & under])

No

- B. List any classrooms that are on an inaccessible floor level, noting any that are specially equipped classrooms (e.g., rooms with built-in lab tables, kitchen equipment, computer labs)?

Lab located on 2<sup>nd</sup> floor

**IV. Unique Purpose Rooms** (e.g., gym, locker rooms, auditorium, multipurpose room, cafeteria, library, administrative offices)

A. List any unique purpose rooms or spaces that are on a floor level for which there is no wheelchair access.

Lab and ADA girls bathroom

B. Other than access to their floor level, do all unique purpose rooms & spaces comply with ADA Standards? (E.g.: §404 [doors & doorways]; §216.2 & §703 [signs]; §225 & §811 [shelves/storage]; §221 & §802 [gym & auditorium seating], §219 & §706 [assistive listening systems]; cafeterias: §227 & §904.5 [food service lines], §226 & §902 [dining surfaces-note §902.4 for children 12 & under]; locker rooms: §222 & §803 [dressing areas], §213 & §§601-610 [toilet & bathing rooms - note §604.5 advisory for children 12 & under]; libraries & administrative offices: §227 & §904.3 [counters & check-out aisles], §226 & §902 [work surfaces-note §902.4 for children 12 & under])

• **Gym**

Yes

• **Locker Rooms**

Yes, lockers are in the corridor not in a locker room

• **Pool/Natatorium**

N/A

• **Auditorium**

N/A

• **Multipurpose Room**

Yes

• **Cafeteria**

N/A

• **Library**

Yes

• **Principal's/Administrative Office**

No

• **Courtyard**

N/A

• **Greenhouse/Public-Use Green Roof/Garden**

N/A

• **Other Unique Space (specify)\_\_\_\_\_**

**V. Restrooms & Water Fountains:**

A. Are all restrooms accessible? (*E.g., §213 & §§603-606 [note standards for children 12 & under]*)

No

B. If there are other, inaccessible restrooms, do they have signage directing to the accessible entrance? (*E.g., §216.8*)

No

C. If drinking fountains exist, are there accessible fountains in close proximity? (*E.g. §211 & §602-note §602.2 standard for clear floor space & spout height of fountains primarily serving children 12 & under*)

No

**VI. Fire Alarms: Does the building have ADA-compliant visual (strobe) alarms? (*E.g. §215 & §702*)**

Yes

## VII.

**VIII. Remediation Plans:** If any of the above currently does not comply with ADA standards, please describe in detail your remediation plan, including:

- The details of what you will renovate: For example, describe, if applicable:
  - how you will modify parking and entrances to be accessible;
  - how you will provide vertical access to any currently inaccessible floor levels;
  - which and how many restrooms you will make accessible;
  - and for any element which you described as not accessible above, what specific renovation or other measure you will undertake to make it accessible;
- **Your deadline for completion of the renovation;**
- Any interim alternate access measures planned; and/or
- Any legal justifications for non-compliance.
- Make sure to describe the details of any spaces for which you intend to change the use (e.g., converting a storage area into a lunchroom).

1. Remove/replace ramp @ main entry, provide accessible ramp with railings.
2. Provide drop off zone on street
3. Install directory signage at back entry for accessible entrance at front.
4. Construct wall around radiators and relocate FHC as they protrude out more than 4".
5. Renovate bathrooms to meet ADCA requirements. Convert 1 bathroom on 1<sup>st</sup> floor for girls ADA compliance.
6. Provide ADA counter height at administrative office.
7. Provide ADA compliant drinking fountains (relocate existing to proper height).

## ADA REPORT

**This report is to be completed by a building professional and signed below by a representative of your school with the authority to commit to any necessary building and policy remediation.**

I have read the below report and commit to the remediation plan described in Section VII.

Signature: Mary Griffin

Date: July 30, 2020

Name (printed): Mary Griffin

School/Organization: Chicago Preparatory

Title: Executive Director

Charter Middle School

## Instructions:

1. Please fill out a separate ADA Report for each of the following:
  - Your proposed facility;
  - Your back-up facility; and
  - Any temporary facility you contemplate using if your facility is not ready in time for your school's opening.
2. Answer the questions in Sections I-VII with regard to the *current state of the facility, regardless of any plans you may have to renovate it*; detail any planned renovations in Section VIII. Note in that section the details of any spaces for which you intend to change the use (e.g., converting a storage area into a lunchroom).
3. Survey each building for compliance with the 2010 ADA Standards for Accessible Design, 28 C.F.R. Pt. 36, Subpart D (2010) & 36 CFR pt. 1191, App. B & D. (2009) (available at [www.ada.gov](http://www.ada.gov)) which are strictly required in new construction and alterations and are used as a guide in pre-existing, unaltered buildings/spaces.
4. You or your building professional should survey each building feature listed below for each standard listed parenthetically after. Small deviations from ADA standards can amount to total exclusion from a facility for some persons with disabilities, and visual surveys alone, without careful measurements, will not be sufficient to detect these often critical deviations. Please note that the below-cited standards are not necessarily all of the standards applicable to the particular feature or to your building.
5. City permits or Certificates of Occupancy do not demonstrate or ensure ADA compliance.
6. CPS will provide assistance in completing this Report upon request. Please contact Eben Smith of CPS, at [ecsmith8@cps.edu](mailto:ecsmith8@cps.edu), to submit a request or if you have any questions about this Report.

**Name of School or Proposed School**  
 \_\_\_\_\_  
Saint Elizabeth

**Address of Facility**  
 \_\_\_\_\_  
4052 S. Wabash Chicago, IL. 60653

**Year Constructed:** 1890

**Dates of Any Known Alterations**  
 \_\_\_\_\_  
 \_\_\_\_\_

(check one)    proposed location    back-up location   X      temporary location \_\_\_\_\_

<p><b>Person Completing Report (name &amp; title)</b></p> <p>Frances Roberts, Senior Designer</p> <p><b>Date of Report:</b> <u>July 23, 2020</u></p>	<p><b>School Organization/Design Team Member Attesting to Information &amp; Remediation Plan (name &amp; title)</b></p> <p>_____</p>
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**I. Site:**

- A. Do the parking lot and the routes from the parking lot, bus drop-off, and sidewalks comply with all ADA Standards? (E.g., §206 & §402 [accessible routes-general]; §403 [walking surfaces]; §404 [doors, doorways & gates]; §405 [ramps-note: for areas primarily serving children 12 & under, some guidance recommends slopes ≤1:16 & ramp runs ≤ 20']; §406 [curb ramps]; §208 & §502 [parking spaces]; §209 & §503 [drop-off zones]) No
  
- B. Is there a playground area? (y/n) No If so, does it comply with all ADA play area guidelines? (E.g., §240 & §1008 [play areas])

## **Entrance:**

- C. Does the main building entrance comply with all ADA Standards? (E.g. §206.4 [entrances - general]; §206.5 [doors, doorways & gates]; §405 [ramps - note: for areas primarily serving children 12 & under, some guidance recommends slopes  $\leq 1:16$  & ramp runs  $\leq 20'$ ]; §216.2, §216.3, §216.6 & §703.7 [signs]; §205, §308, §309, §309.4 [intercoms: scoping, reach ranges, operability])

NO

- D. If there are other, inaccessible entrances, do they have signage directing to the accessible entrance? (E.g., §216.3, §216.5, §703.5)
- No

## **II. Interior Routes:**

- A. Are all floor levels (including basements, half-levels & mezzanines that have functional rooms) served by an ADA-compliant elevator or other allowable means of vertical access (specify)? (E.g., §206.2.3, §206.6, §206.7 [accessible routes in multi-story buildings & facilities-scoping]; §407 [elevators]; §408 [Limited-Use-Limited-Application "LULA" elevators]; §410 [platform lifts])

No

- B. Are all rooms & spaces on each floor on accessible routes (i.e., no rooms up a step or curb from the regular floor level; no rooms set off from the regular floor by a narrow corridor)? (E.g., §206.2.3)

No

- C. If the school includes student lockers, does the appropriate number meet ADA Standards for reach and operability? (E.g., §225.2.1 & §811)

No

- D. Are there objects that protrude more than 4" into circulation paths, which may pose a danger to people who are blind or visually impaired? (E.g., §204.1, §307)

Yes

## **III. Classrooms**

- A. Do all classrooms & instructional spaces comply with ADA Standards? (E.g.: §404 [doors & doorways]; §216.2 & §703 [signs]; §225 & §811 [shelves/storage]; §606 [sinks]; §204.1 & §307 [protruding objects]; §308 [whiteboards]; §205, §309 [controls]; §226 & §902 [lab stations/work surfaces], §902.4 [work surfaces for children 12 & under])

No

- B. List any classrooms that are on an inaccessible floor level, noting any that are specially equipped classrooms (e.g., rooms with built-in lab tables, kitchen equipment, computer labs)? All Floors are not ADA Compliant



**IV. Unique Purpose Rooms** (e.g., gym, locker rooms, auditorium, multipurpose room, cafeteria, library, administrative offices)

A. List any unique purpose rooms or spaces that are on a floor level for which there is no wheelchair access.

- Cafeteria, Kitchen, Library, Bathrooms, Admin Offices & Classrooms

B. Other than access to their floor level, do all unique purpose rooms & spaces comply with ADA Standards? (E.g.: §404 [doors & doorways]; §216.2 & §703 [signs]; §225 & §811 [shelves/storage]; §221 & §802 [gym & auditorium seating], §219 & §706 [assistive listening systems]; cafeterias: §227 & §904.5 [food service lines], §226 & §902 [dining surfaces-note §902.4 for children 12 & under]; locker rooms: §222 & §803 [dressing areas], §213 & §§601-610 [toilet & bathing rooms - note §604.5 advisory for children 12 & under]; libraries & administrative offices: §227 & §904.3 [counters & check-out aisles], §226 & §902 [work surfaces-note §902.4 for children 12 & under])

- **Gym**  
N/A

- **Library**  
No

- **Locker Rooms**  
N/A

- **Principal's/Administrative Office**  
No

- **Pool/Natatorium**  
N/A

- **Courtyard**  
No

- **Auditorium**  
N/A

- **Greenhouse/Public-Use Green Roof/Garden**  
N/A

- **Multipurpose Room**  
N/A

- **Other Unique Space** (specify) Classrooms  
No

- **Cafeteria**  
No

**V. Restrooms & Water Fountains:**

A. Are all restrooms accessible? (E.g., §213 & §§603-606 [note standards for children 12 & under])

No

B. If there are other, inaccessible restrooms, do they have signage directing to the accessible entrance? (E.g., §216.8)

No

C. If drinking fountains exist, are there accessible fountains in close proximity? (E.g. §211 & §602-note §602.2 standard for clear floor space & spout height of fountains primarily serving children 12 & under)

No

**VI. Fire Alarms:** Does the building have ADA-compliant visual (strobe) alarms? (E.g. §215 & §702)

Yes

**VII. Remediation Plans:** If any of the above currently does not comply with ADA standards, please describe in detail your remediation plan, including:

- The details of what you will renovate: For example, describe, if applicable:
  - how you will modify parking and entrances to be accessible;
  - how you will provide vertical access to any currently inaccessible floor levels;
  - which and how many restrooms you will make accessible;
  - and for any element which you described as not accessible above, what specific renovation or other measure you will undertake to make it accessible;
- **Your deadline for completion of the renovation;**
- Any interim alternate access measures planned; and/or
- Any legal justifications for non-compliance.
- Make sure to describe the details of any spaces for which you intend to change the use (e.g., converting a storage area into a lunchroom).

1. Remove/replace ramp @ main entry, provide accessible ramp with railings.
2. Provide drop off zone on street
3. Install directory signage at back entry for accessible entrance at front.
4. Construct wall around radiators and relocate FHC as they protrude out more than 4".
5. Renovate bathrooms to meet ADCA requirements. Convert 1 bathroom on 1<sup>st</sup> floor for girls ADA compliance.
6. Provide ADA counter height at administrative office.
7. Provide ADA compliant drinking fountains (relocate existing to proper height).



## APPENDIX 1.2: FACILITIES

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### 1.2c: Inspecting Architects Reports

## INSPECTING ARCHITECT'S REPORT

Please note, where ADA issues are noted herein, be sure they are included in the additional ADA Compliance Report.

<b>Site Address:</b>	1014 E. 47 <sup>th</sup> St. Chicago IL., 60653
<b>Number of Buildings:</b> <i>(Please complete a separate report for each building on site that students will access.)</i>	1
<b>School Name:</b>	St. Ambrose
<b>Inspector's Name:</b> <i>(include firm if appropriate)</i>	Paco Orozco Techno Ltd.
<b>Telephone:</b>	312.920.0060
<b>Date:</b>	July 16,2020

## INSPECTING ARCHITECT'S REPORT

### General Building Info

Construction Type (if multiple types, list all)	Type A		
Approximate Age of each construction type, building addition, wing, etc.	Approximately 114 years old, Type I Construction		
Approximate Size of Building (sq. ft.)	35,927	Useable Space (sq. ft.)	33,833
Approximate Amount of Space School Needs (sq. ft.)	Year 1 – 12,000sf. (120 Students) Year 2 - 18,000sf. (180 Students) Year 3 – 24,000sf. (240 Students)		
Number of Floors	Basement + 2 Stories	Approximate sq. ft. per Floor	13,468 (partial second floor: 7,600 SF.)
	<input type="checkbox"/> Occupied <input checked="" type="checkbox"/> Unoccupied		
Current and Previous Uses	School K-12		

### INSPECTING ARCHITECT'S REPORT

Appearance	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Maintenance	<input type="checkbox"/> Poor	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Excellent
Describe Area	<input type="checkbox"/> Depressed	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Prosperous
Current Zoning	<u>C1-2</u>	Is school use permitted?	<input type="checkbox"/> Special Use <input type="checkbox"/> YES <input type="checkbox"/> NO

## INSPECTING ARCHITECT'S REPORT

Please note in comments whether estimates are for the entire building and/or just the portion(s) occupied by the school.

		Condition						Code Issues		Rough Cost Estimate		
		Type	Quantity (Units)	Good (no work needed)	Minor Repairs Needed	Major Repairs needed	Replacement	Nonexistent (must be constructed/added)	Not Applicable		ADA Issue (refer to ADA report)	Building Code Violation
<b>EXTERIOR</b>												
Site												
	Street-Alley-Drives	Yes										
	Parking	Yes				X	X			X		\$30,000
	Fences	Chain link			X							
	Landscaping	Yes			X							\$40,000
	Drainage	Yes			X							
	Playground	No										
	Trash Enclosure	No										
		<b>Comments</b>										
		Front and rear asphalt will need to be re-surfaced and re-paved. Rear parking will need to be stripped per code.										
<b>Structural</b>												
	Roofs	TPO					X					\$80,000
	Flashing	Metal					X					\$20,000
	Foundation-Piers-Beams	Conc		X								
	Parapet Walls-Capping/Copping	Mas.				X						\$30,000
	Gutters-Downspouts	Yes			X							
	Masonry	Brick				X						\$100,000
	Lintels	Steel				X						\$20,000



## INSPECTING ARCHITECT'S REPORT

	Type	Quantity (Units)	Condition					Code Issues		Rough Cost Estimate
			Good (no work needed)	Minor Repairs Needed	Major Repairs needed	Replacement	Nonexistent (must be constructed/added)	Not Applicable	ADA Issue (refer to ADA report)	
Entrance Stairs and Landings/ramp	Conc			X						\$45,000
Windows	Alum	57		X						\$60,000
Doors	HM	5		X						\$15,000
Foundation	Conc		X							
<p><b>Comments</b>                      There seems to be water infiltrating from the lintels and/or sills. Some tuckpointing will be required.</p>										

## INSPECTING ARCHITECT'S REPORT

	Type	Quantity (Units)	Condition					Code Issues		Rough Cost Estimate	
			Good (no work needed)	Minor Repairs Needed	Major Repairs needed	Replacement	Nonexistent (must be constructed/added)	Not Applicable	ADA Issue (refer to ADA report)		Building Code Violation
<b>INTERIOR</b> General	Classrooms (flooring, ceiling, and walls)	Plaster walls and ceiling. Vinyl & wood Flooring		X							\$200,000
	Stairways	Enclosed	2	X					X		\$50,000
	Corridors (Flooring, Ceiling, and Walls)	Plaster, Vinyl Floors		X							\$75,000
	Doors-Door Hardware	WD/Lever		X							\$37,500
	Lighting	Fluorescent				X					\$100,000
	Elevators	No									\$300,000
	Bathrooms	Yes							X		\$63,000
	Basement	Yes		X					X		
	Code-required Natural Day Lighting in Classrooms? (Indicate location in comments section where this doesn't exist)	Yes			X						
	Exiting Distances and Egress Requirements Met?	Yes									
	Do Dead	No									

## INSPECTING ARCHITECT'S REPORT

	Type	Quantity (Units)	Condition						Code Issues		Rough Cost Estimate
			Good (no work needed)	Minor Repairs Needed	Major Repairs needed	Replacement	Nonexistent (must be constructed/added)	Not Applicable	ADA Issue (refer to ADA report)	Building Code Violation	
Corridors Exist?											
Maximum Allowable Occupancy (by floor)	Basement – 670 First - 670 Second - 380										
<p><b>Comments</b>                      No boys' toilets on 2<sup>nd</sup> floor. No boys' but for 1 ADA toilet</p>											

## INSPECTING ARCHITECT'S REPORT

	Type	Quantity (Units)	Condition						Code Issues		Rough Cost Estimate
			Good (no work needed)	Minor Repairs Needed	Major Repairs needed	Replacement	Nonexistent (must be constructed/ added)	Not Applicable	ADA Issue (refer to ADA report)	Building Code Violation	
MEP Systems	Heating System	Boiler		X							
	Cooling System	None									
	Ventilation	Natural									
	Plumbing System										
	Plumbing Fixtures	Yes				X					\$120,000
	Water Heaters	Yes				X					
	Electrical System			X							
<b>Comments</b>											

Fire & Life Safety	Sprinkler System	Yes										\$5,000
	Fire Alarms	Yes										\$2,500
	Emergency Exits	Yes										
	Signage-Lighting-Smoke Detectors	No										\$40,000
	Carbon Monoxide detectors	No										\$10,000
	Security	Yes										

## INSPECTING ARCHITECT'S REPORT

System											
City tie-in	Yes										
Annunciator Panel	Yes										
Numbered Exits	No										\$1,000
Occupancy Placards	No										\$4,000
Does the School Share the Facility with a Third-party Group (Indicate ages served and how many groups in comments section)	No										
If Facility is Shared, does Code-Required Level of Fire Separation Exist?											
<b>*PLEASE HAVE AN ENVIRONMENTAL REPORT COMPLETED FOR THE FACILITY BY A LICENSED ENVIRONMENTAL CONSULTANT.</b>											
<p><b>Comments</b>                  Provide smoke detectors, carbon monoxide detectors, occupancy placards and numbered exits.</p>											

School-specific

Auditorium	Yes										
Gymnasium	Yes										
Kitchen	No										



## INSPECTING ARCHITECT'S REPORT

Comments

## INSPECTING ARCHITECT'S REPORT

Please note, where ADA issues are noted herein, be sure they are included in the additional ADA Compliance Report.

<b>Site Address:</b>	4052 S. Wabash Ave. Chicago IL. 60653
<b>Number of Buildings:</b> <i>(Please complete a separate report for each building on site that students will access.)</i>	1
<b>School Name:</b>	St. Elizabeth
<b>Inspector's Name:</b> <i>(include firm if appropriate)</i>	Paco Orozco – Techno Ltd.
<b>Telephone:</b>	312.920.0060
<b>Date:</b>	July 16, 2020



## INSPECTING ARCHITECT'S REPORT

### General Building Info

Construction Type (if multiple types, list all)	Type A		
Approximate Age of each construction type, building addition, wing, etc.	130 years old (built 1890), Type II, single building with courtyard (adjacent building NIC)		
Approximate Size of Building (sq. ft.)	19,855	Useable Space (sq. ft.)	17,474
Approximate Amount of Space School Needs (sq. ft.)	Year 1 – 12,000sf. (120 Students) Year 2 - 18,000sf. (180 Students) Year 3 – 24,000sf. (240 Students)		
Number of Floors	Basement + 3 Stories	Approximate sq. ft. per Floor	5,700
	<input type="checkbox"/> Occupied <input checked="" type="checkbox"/> Unoccupied		
Current and Previous Uses	PK, K-8 School		
Appearance	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent

**INSPECTING ARCHITECT'S REPORT**

Maintenance	<input checked="" type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Describe Area	<input type="checkbox"/> Depressed	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Prosperous
Current Zoning	RM-5	Is school use permitted?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

## INSPECTING ARCHITECT'S REPORT

Please note in comments whether estimates are for the entire building and/or just the portion(s) occupied by the school.

		Condition							Code Issues			
		Type	Quantity (Units)	Good (no work needed)	Minor Repairs Needed	Major Repairs needed	Replacement	Nonexistent (must be constructed/added)	Not Applicable	ADA Issue (refer to ADA report)	Building Code Violation	Rough Cost Estimate
<b>EXTERIOR</b>												
Site	Street-Alley-Drives	Street										
	Parking	No								X	X	
	Fences	Chain link			X							\$21,000.
	Landscaping								X			\$20,000.
	Drainage	Yes			X							
	Playground	None							X			
	Trash Enclosure	None						X				
	<b>Comments</b>		There is an existing courtyard that could be utilized as a drop off or parking. Asphalt will need to be re-surfaced and repaved									Court Yard
Structural	Roofs	Membrane				X						\$40,000
	Flashing	Metal				X						\$8,000.
	Foundation-Piers-Beams	Conc.			X							\$40,000.
	Parapet Walls-Capping/Copping	Brick			X							\$40,000.
	Gutters-Downspouts								X			
	Masonry				X							\$60,000.
	Lintels	Steel	122		X							\$20,000.

## INSPECTING ARCHITECT'S REPORT

	Condition							Code Issues		Rough Cost Estimate	
	Type	Quantity (Units)	Good (no work needed)	Minor Repairs Needed	Major Repairs needed	Replacement	Nonexistent (must be constructed/added)	Not Applicable	ADA Issue (refer to ADA report)		Building Code Violation
Entrance Stairs and Landings	Limestone	1				X			X		\$140,000.
Windows	Alum.	122				X				X(EC)	\$130,000.
Doors	HM	7				X(5)					\$40,000.
Foundation				X							
<p><b>Comments</b>                      Only the windows on the second floor have been replaced w/energy efficient windows.                      New ADA ramp will need to be constructed at main entrance.</p>											

## INSPECTING ARCHITECT'S REPORT

		Condition							Code Issues		Rough Cost Estimate
Type	Quantity (Units)	Good (no work needed)	Minor Repairs Needed	Major Repairs needed	Replacement	Nonexistent (must be constructed/added)	Not Applicable	ADA Issue (refer to ADA report)	Building Code Violation		
<b>INTERIOR</b>											
<b>General</b>											
Classrooms (flooring, ceiling, and walls)	Plaster, vinyl and carpet				X				X thresholds		\$280,000.
Stairways	open	3			X					X(open)	\$68,000.
Corridors (Flooring, Ceiling, and Walls)	Plaster, mosaic				X	X					\$100,000.
Doors-Door Hardware	WD/knobs					X			X	X	\$113,000.
Lighting	Fluo.					X				X (EC)	\$108,000.
Elevators							X		X		\$300,000.
Bathrooms	Yes					X			X		\$200,000.
Basement	Yes				X				X		
Code-required Natural Day Lighting in Classrooms? (Indicate location in comments section where this doesn't exist)	Yes										
Exiting Distances and Egress	No										

## INSPECTING ARCHITECT'S REPORT

	Condition								Code Issues		Rough Cost Estimate
	Type	Quantity (Units)	Good (no work needed)	Minor Repairs Needed	Major Repairs needed	Replacement	Nonexistent (must be constructed/added)	Not Applicable	ADA Issue (refer to ADA report)	Building Code Violation	
Requirements Met?											
Do Dead Corridors Exist?	No										
Maximum Allowable Occupancy (by floor)	270										
<b>Comments</b>											

## INSPECTING ARCHITECT'S REPORT

	Type	Quantity (Units)	Condition					Nonexistent (must be constructed/added)	Not Applicable	Code Issues		Rough Cost Estimate
			Good (no work needed)	Minor Repairs Needed	Major Repairs needed	Replacement	ADA Issue (refer to ADA report)			Building Code Violation		
MEP Systems	Heating System	Boiler				X						\$175,000.
	Cooling System	Window				X						
	Ventilation	Natural										
	Plumbing System				X							
	Plumbing Fixtures						X		X			\$200,000.
	Water Heaters						X					\$10,000.
	Electrical System					X						\$270,000.
<b>Comments</b>												

Fire & Life Safety	Sprinkler System	None										\$270,000.
	Fire Alarms	Yes	X									
	Emergency Exits	Yes			X				X	X		\$40,000
	Signage-Lighting-Smoke Detectors	Yes		X								

## INSPECTING ARCHITECT'S REPORT

Carbon Monoxide detectors							X			X	\$40,000.
Security System	Yes			X							
City tie-in											
Annunciator Panel	Yes		X								
Numbered Exits	3								X	X	
Occupancy Placards	No										\$1,000.
Does the School Share the Facility with a Third-party Group (Indicate ages served and how many groups in comments section)	No										
If Facility is Shared, does Code-Required Level of Fire Separation Exist?											
<b>*PLEASE HAVE AN ENVIRONMENTAL REPORT COMPLETED FOR THE FACILITY BY A LICENSED ENVIRONMENTAL CONSTULTANT.</b>											
<b>Comments</b>											

School-

Auditorium	No								
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## INSPECTING ARCHITECT'S REPORT

specific

Gymnasium	No												
Kitchen	Yes				X								
Kitchen Equipment	No												\$20,000.
Lunchroom	Yes								X				
Science Labs	No												
Computer Labs	No												
Specialty Labs/Studios (Art, Dance, Music)	No												
Multi-Purpose Room(s)	No												
<b>Comments</b>							Sub Total:			\$ 2,784,000			
<p>Add contingency to do environment remediation throughout building.</p> <p><b>There are signs of lead paint and asbestos. Remediation will be required. \$5,000 for testing and \$115,000 for remediation</b></p>													

## INSPECTING ARCHITECT'S REPORT

	Sub Total:	\$2,784,000.00
	Testing & Remediation:	\$ 120,000.00
	<b>Total:</b>	<b>\$2,904,000.00</b>

ADA Non-Conformance

Non-Conformance Items	Recommended Improvements and Estimated Renovation Costs
Main Entrance \$140,000.00 (included in estimates)	
Exits \$130,000.00 (included in estimates)	
Toilets \$200,000.00 (included in estimates)	
	<b>Total Cost: \$2,904,000.00</b>

Comments



## APPENDIX 1.2: FACILITIES

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### 1.2d: Letters of Intent

## Lease Term Sheet

Date prepared or revised:	7/31/20
Prepared by:	Brian Coleman, Real Estate Department, Archdiocese of Chicago
Legal name of Tenant. In addition, any "a/k/a" or "d/b/a" names of Tenant:	Chicago Preparatory Charter Middle School, an IL non-profit corporation.
Parish site/campus:	70150 St Ambrose
Property administered by:	Same
Buildings/address(es) of Landlord's Property at that site/campus:	<ul style="list-style-type: none"> <li>• Church: 1000 E. 47<sup>th</sup> St., Chicago</li> <li>• School: 1014 E. 47<sup>th</sup> St.</li> <li>• Rectory: 1012 E. 47<sup>th</sup> St.</li> <li>• Garage: 1012 E. 47<sup>th</sup> St.</li> </ul>
Exhibit A – Landlord's Property:	Attached hereto or sent simultaneously with this term sheet.
Leased Premises:	School building and outdoor playground adjacent (south) to school.
Description of leased Premises:	<ul style="list-style-type: none"> <li>• First floor of the school building including classrooms, offices, gymnasium and any ancillary rooms</li> </ul>
Landlord's reserved spaces/uses/times:	<ul style="list-style-type: none"> <li>• Landlord reserves use of the gymnasium outside Tenant's use time.</li> </ul>
Access to other parts of Landlord's Property other than the Premises:	<ul style="list-style-type: none"> <li>• None.</li> </ul>
Use:	Educational programs
Days and hours of Use:	Monday – Friday, 6:00 a.m. – 8:00 p.m. Saturday, 8:00 a.m. – 1:00 p.m
Commencement date:	7/1/21
Expiration date:	6/30/26

**Rent:**

Period	Annual Amount	Monthly Amount
7/1/21 – 6/30/22	108,200.00	9,016.67
7/1/22 – 6/30/23	108,200.00	9,016.67
7/1/23 – 6/30/24	108,200.00	9,016.67
7/1/24 – 6/30/25	108,200.00	9,016.67
7/1/25 – 6/30/26	108,200.00	9,016.67

Security deposit:	<ul style="list-style-type: none"><li>• Amount equal to monthly rent figure to be delivered with signed copies of lease</li></ul>
Rent payable to and delivered to:	St Ambrose Parish 1012 E. 47 <sup>th</sup> Street Chicago, IL 60653 Attention: Pastor
Electricity:	<ul style="list-style-type: none"><li>• Premises separately metered; Tenant responsible for 100% of charges and arrange billing in Tenant's name.</li></ul>
Gas:	<ul style="list-style-type: none"><li>• Premises separately metered; Tenant responsible for 100% of charges and arrange billing in Tenant's name.</li></ul>
Water & Sewer:	<ul style="list-style-type: none"><li>• Premises separately metered; Tenant responsible for 100% of charges and arrange billing in Tenant's name.</li></ul>
Property Insurance:	<ul style="list-style-type: none"><li>• Tenant responsible for 100% of costs</li></ul>

<p>Insurance:</p> <p>Certificate reflecting this coverage to be delivered to Real Estate Department, Archdiocese of Chicago no later than the Commencement Date.</p> <p>Certificate should name as additional insured “The Catholic Bishop of Chicago, an Illinois corporation sole, and it’s successors on primary and non-contributory basis for the school Building at 1014 E. 47<sup>th</sup> Street, Chicago”.</p>	<ol style="list-style-type: none"> <li>1) Broad form Commercial General Liability insurance policy naming Landlord as an Additional Insured with a policy limit of \$1,000,000 per occurrence, \$2,000,000 in the aggregate.</li> <li>2) Excess liability insurance, naming Landlord as an Additional Insured, with a minimum policy limit: \$20,000,000 per occurrence and in the aggregate</li> <li>3) If the Tenant owns an automobile, automobile liability insurance for each automobile owned or leased by Tenant, with a \$1,000,000 per occurrence policy limit naming Landlord as Additional Insured.</li> <li>4) Workers’ Compensation/Employer’s Liability with statutory coverage with a \$500,000/accident, \$500,000/Disease-Policy, \$500,000/Disease-per employee.</li> <li>5) Personal property damage insurance, together with insurance against vandalism and malicious mischief, with coverage limits of not less than (i) the full replacement value of all leasehold improvements, additions, alterations, and fixtures installed in the Premises by Tenant; and (ii) the full replacement value of Tenant’s personal property located in or around the Premises.</li> </ol>
<p>Repairs and maintenance which Tenant must <b>perform</b>:</p>	<ul style="list-style-type: none"> <li>• Keep premises in good condition and repair</li> <li>• Cleaning</li> <li>• Waste and recyclable removal</li> <li>• Landscaping around premises</li> <li>• Snow and ice removal from around premises</li> <li>• Trash, debris removal from parking area</li> <li>• Boiler inspection, maintenance</li> <li>• Asbestos inspection, maintenance</li> <li>• If tenant is a school: asbestos management program</li> <li>• Fire protection system, including alarms, smoke detectors, panels, pumps, fire escapes</li> <li>• Carbon monoxide detectors</li> <li>• Security alarm system</li> <li>• Pest control</li> <li>• Provision of janitorial supplies</li> <li>• Anything required to make the Premises comply with law (environmental law, building code)</li> <li>• Water, sewer, electricity and gas conduits or pipes serving the Premises</li> </ul>

Capital improvements:	<ul style="list-style-type: none"> <li>• Landlord responsible for performing all capital improvements, excluding: <ul style="list-style-type: none"> <li>-capital improvements which relate to tenant's specific use</li> <li>-tenant's obligation to comply with law (including building code, ADA, environmental law)</li> <li>-tenant repair and maintenance obligations (see above)</li> </ul> </li> <li>• Tenant will contribute 50% toward each instance of capital improvements per lease year. Landlord will pay for the balance.</li> <li>• Landlord may terminate the lease if cost of capital improvements to Landlord exceed 33% of total rent due for the remaining lease year</li> </ul>
Tenant initial work:	To be agreed
Landlord initial work:	<ul style="list-style-type: none"> <li>• None.</li> </ul>
Parking rights:	<ul style="list-style-type: none"> <li>• Non-exclusive rights to parking, on a first come, first serve basis in area adjacent to school along alley</li> </ul>
Personal property at the Premises which Tenant may use:	<ul style="list-style-type: none"> <li>• To be agreed</li> </ul>
Tenant notice address/title/fax:	Chicago Preparatory Charter Middle School 1441 W. Cullerton St. #GF Chicago, IL 60608 Attention: Executive Director
Other:	<ul style="list-style-type: none"> <li>• Tenant is responsible for compliance with applicable laws, including zoning.</li> <li>• In the event Landlord determines in its sole discretion that the Parish, the Premises or Landlord's Property must be closed, merged, consolidated or united into another parish, or redeveloped, sold or otherwise returned to an Archdiocesan use, Landlord shall have the express right to terminate the Lease upon six (6) months prior written notice to Tenant.</li> </ul>

This term sheet is **not contractually binding** on the parties and is only an expression of the basic terms and conditions to be incorporated in a formal written agreement. This term sheet does not obligate either party to negotiate in good faith or to proceed to the completion of a formal written lease agreement. The parties shall not be contractually bound unless and until a formal written lease agreement is executed by the parties, which must be in form and content satisfactory to each party and its counsel in their sole discretion. Neither party may rely on this term sheet as creating any legal obligation of any kind, except that by initialing below, the tenant herein named agrees that it shall hold all of the terms contained in this term sheet in strict confidence and will not disclose those terms to third parties other than its employees, attorneys, accountants, lender(s), government funding sources and government licensing agencies who have a need to know such information, or except as expressly authorized in writing by the Archdiocese of Chicago.

Furthermore, the Premises shall be leased in **AS IS, WHERE IS** condition. It is Tenant's sole responsibility to investigate and determine the condition of the Premises.

Please **initial** to signify review and acceptance of this term sheet subject to the above paragraph.

Real Estate \_\_\_\_\_ Pastor \_\_\_\_\_ Tenant \_\_\_\_\_

**For information purposes only:**

	Pastor	Parish Business Manager	Real Estate Dept. Contact Person
Name	Fr John Owusu	Karen Rogers	Brian Coleman
Telephone	773 624 3695	773 624 3695	312 534 8262
Fax			
E-mail	Ambrose47@aol.com	Ambrose47@aol.com	bcoleman@archchicago.org

	Tenant Contact Person	Tenant Attorney
Name	Mary Griffin	
Telephone		
Fax		
E-mail	mgriffin@bes.org	





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### Illinois

333 South Wabash Ave.  
Suite 2800  
Chicago, IL 60604  
312 629 0060

### Indiana

The Platform  
202 East Market St.  
Indianapolis, IN 46204  
317 860 6900

### Michigan

3011 West Grand Blvd.  
Suite 1715  
Detroit, MI 48202  
313 309 7825

### Missouri

911 Washington Ave.  
Suite 203  
St. Louis, MO 63101  
314 588 8840  
  
3105 Gillham Road  
Suite 200  
Kansas City, MO 64109  
816 335 4200

### Ohio

500 South Front St.  
Suite 125  
Columbus, OH 43215  
614 484 1811

### Wisconsin

215 North Water St.  
Suite 225  
Milwaukee, WI 53202  
414 563 1100

July 30, 2020

Ms. Mary Griffin  
Lead Founder  
Chicago Prep Middle School

Dear Ms. Griffin:

Pursuant to our recent conversation, please accept the following letter of interest from IFF as it relates to basic terms and conditions of financing you have requested. Please note that this is not a commitment to lend. A firm commitment would be subject to a completed application, full underwriting and appropriate approval.

Proposed basic terms and conditions would be as follows:

1. **Borrower:** Chicago Preparatory Middle School
2. **Loan Amount:** A loan amount not to exceed \$1,000,000. Borrower must contribute at least 5% of total project costs as equity (in the form of cash or a capital grant. In addition, expenses paid out of pocket to date may be credited as Borrower equity).
3. **Purpose:** The purpose of the loan is to fund leasehold improvements.
4. **Term:** Up to 15 years.
5. **Interest rate:** TBD at the time of approval. IFF's current rate for the proposed collateral is 6.25%.
6. **Loan fee:** 1% of closed loan amount.
7. **Collateral:** A leasehold mortgage.
8. **Prepayment penalty:** None.
9. **Other costs:** All out-of-pocket closing costs are the responsibility of the Borrower.
10. **Additional contingencies:** Approval of the Loan shall be contingent upon evidence of revised "in-balance" project budget at closing.



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*Sharing a mission of change*  
SINCE 1988 CELEBRATING 30 YEARS

Please feel free to contact me with any questions. We look forward to assisting your organization with this important project.

Sincerely,

A handwritten signature in black ink that reads "Jocelyn Velazquez". The signature is written in a cursive, flowing style.

Jocelyn Velazquez  
Associate Lender  
jvelazquez@iff.org

## APPENDIX 1.2: FACILITIES

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### 1.2e: Rehabilitation/Construction Plans

July 26, 2020

#### **St. Ambrose School Rehabilitation/Construction Plan**

St. Ambrose School located at 1014 E. 47<sup>th</sup> St. in Chicago IL has been identified as a potential site for a new Chicago Prep School that will have grades 5<sup>th</sup> – 8<sup>th</sup>. The size of the school can adequately address the programmatic, special and operational needs of the school for their first, second and third year of projected growth. The Existing facility was built in the early 1900's and will need certain improvements for it to be fit for the proposed school operation.

We recommend that the required improvements are divided into two (2) Phases in order to meet the required program of the first year of operations. Phase II will be completed prior to the beginning of the second year of operations. With the completion of Phase II all spatial and programmatic requirement will be met for subsequent years of operation.

#### **Phase I:**

The scope of work for Phase I will require exterior improvements to comply with ADA accessibility, energy code and general maintenance of the structure. The interior scope of work will require refurbishing of all existing walls, floors, and ceilings due to their existing condition and minor modifications to meet ADA requirements which include a modified ramp at the entrance. By modifying the ramp along with the existing lift, the first floor will be meet ADA accessibility.

The major scope of work that will be required in Phase I to meet the spatial and programmatic needs will consist of the addition of two new classrooms, and new boys and girls toilets. The area of which this work will take place is in the existing 2 story multipurpose room. The existing stage will need to be removed, and a new 2 story demising wall will be built to divide this room into two spaces on the first floor. One half of the first floor multipurpose room will remain as a multi-purpose room, while the other half will include two classrooms and additional boys and girls restrooms. Based on the construction described above, Phase I of the project will have 6 general education classrooms, 1 special education classroom, multi purpose room, administrative offices, conference room, teacher's work room, staff restrooms, and a front office. These spaces meet year 1 of the school's space requirements and program.

#### **Phase II:**

The scope of work for Phase II will focus on achieving ADA accessibility to the entire facility as well as building out additional restrooms on the second floor. While there is an existing lift that allows for ADA access to the first floor, there is no existing ADA access to the second floor, therefore, a new elevator will be installed to service the basement, first, and second floors of the school. Existing smaller classrooms will be demolished, and the remaining space will be re-planned to have additional staff and



student, restrooms, and storage. Based on the construction described above, Phase II will result in the addition of two general education classrooms (for a total of eight between the two floors) and one special education classroom (for a total of two between the two floors).

Based on the scope of work from Phase I and Phase II described above the spatial and programmatic requirements will meet the requirements for year 1, year 2 and year 3+ for the proposed elementary school.

## **St. Elizabeth School Rehabilitation/Construction Plan**

St. Elizabeth School located at 4052 S. Wabash Ave. in Chicago IL has been identified as a potential site for a new Chicago Prep School that will have grades 5<sup>th</sup> – 8<sup>th</sup>. The size of the facility can adequately address the programmatic, special, and operational needs of the program for their first, second and third year of projected growth. The existing facility was built in the late 1800's and will need testing and remediation for lead paint and possible asbestos before construction can begin to perform the required improvements necessary for the proposed school operation.

We recommend that the required improvements are divided into two (2) Phases to meet the program of the first year of operations. Phase II will be completed prior to the beginning of the second year of operations and will meet the required program needs for Year 2, Year 3 and subsequent years of operation.

### **Phase I:**

The scope of work for Phase I will require exterior improvements to comply with ADA accessibility, energy code and general maintenance of the structure. Once remediation is completed, the interior scope of work will begin in the Basement, First Floor, Second Floor, and partial Third Floor. The scope of work will focus on four (4) main aspects, ADA accessibility, Fire and Life Safety, Toilets, and interior build-out.

In order to meet the ADA accessibility issues, there will need to be a new ramp at the main entrance built, a new elevator will need to be installed, new ADA accessible toilets will need to be built, installation of ADA drinking fountains, removal of all non-complying thresholds, and wall furr-outs at around at the radiators.

Major work will need to be completed to comply with Fire and Life Safety code requirements. A sprinkler system will need to be installed throughout the building, existing fire alarm and devices will need to be tested, carbon monoxide devices will need to be installed, and new fire rated walls and doors will need to be built at the existing stairs in order to provide adequate fire separation per code. All interior doors and hardware will need to be replaced per code.

All existing toilets, hand sinks, and toilet partitions will need to be replaced. In addition, new boys' and girls' toilets will need to be built to meet the adequate plumbing fixtures per code. Existing water service will need to be verified to identify if it can support the additional plumbing fixtures for the entire project (Phase I and Phase II), or if an upgraded service will be required. If so, we recommend that the service upgrade happens in Phase I.

The interior build-out for this Phase will include the repair or replacement of existing flooring, light fixtures, electrical, windows, drywall, paint, doors & hardware, update existing toilets, and demolition of existing rooms to provide the required spaces per the school's first year program. Since there isn't an



existing gym/multi-purpose room two rooms on the first floor will need to be combined in order to provide this function.

With the modifications identified as Phase I above, the basement, first floor, and second floor will fully comply with ADA and Building Code requirements.

**Phase II:**

The scope of work for Phase II will focus primarily on the third floor where new toilets will be built, classrooms will be updated to match Phase I, new windows will be installed, new doors & hardware, selective demolition to provide access to new elevator and re-arrange existing classrooms.

Based on the scope of work from Phase I and Phase II described above the spatial and programmatic requirements will meet the requirements for year 1, year 2 and year 3+ for the proposed elementary school.

## APPENDIX 1.2: FACILITIES

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### 1.2g: Proposed Timelines

Proposed Timeline for St. Ambrose School: 1014 E. 47<sup>th</sup> St.

The facility allows for the completion of construction and renovation within our required timeline. The Chicago Prep team will be fully prepared for students by the end of August. Below is a breakout per month of the entire process.

<b>July 2020:</b>	Exploration and inspection of site Submission of reports to CPS
<b>Sep 2020:</b>	Lease negotiations Techno to begin construction documents
<b>Oct 2020:</b>	Lease negotiations
<b>Dec 2020:</b>	Charter approval Sign lease
<b>Jan 2021:</b>	Architectural & MEP drawings issued for negotiated bid
<b>Feb 2021:</b>	Issue for permit
<b>Mar 2021:</b>	Receive permit Begin construction
<b>Apr 2021:</b>	Construction
<b>May 2021:</b>	Construction
<b>June 2021:</b>	Construction
<b>July 2020:</b>	Construction
<b>Aug 2021:</b>	Schedule building permit & certificate of occupancy inspection Begin moving in Final inspection, including ADA review Punchlist completed & Final Occupancy



Proposed Timeline for St. Elizabeth School: 4052 S. Wabash Ave.

The facility allows for the completion of construction and renovation within our required timeline. The Chicago Prep team will be fully prepared for students by the end of August. Below is a breakout per month of the entire process.

<b>July 2020:</b>	Exploration and inspection of site Submission of reports to CPS
<b>Aug 2020:</b>	Techno to begin construction documents
<b>Sep 2020:</b>	Lease negotiations
<b>Oct 2020:</b>	Lease negotiations
<b>Nov 2020:</b>	Environmental testing of facility
<b>Dec 2020:</b>	Charter approval; sign lease Remediation of facility Architectural & MEP drawings issued for negotiated bid Issue for permit
<b>Jan 2021:</b>	Receive permit; begin construction
<b>Feb 2021:</b>	Construction
<b>Mar 2021:</b>	Construction
<b>Apr 2021:</b>	Construction
<b>May 2021:</b>	Construction
<b>June 2021:</b>	Construction
<b>July 2020:</b>	Construction
<b>Aug 2021:</b>	Schedule building permit & certificate of occupancy inspection Begin moving in Final inspection, including ADA review. Punchlist completed & Final Occupancy