



Bureau of School Safety and Facility Management
 101 Pleasant Street, Concord, NH 03301-3852
 Telephone: (603) 271-2037

School Building Aid Application

Due by July 1, 2022

Late applications not accepted.

When filling out the application use the space provided, do not state "see attached".

Visit the school building aid website for more information: https://www.education.nh.gov/program/school_approval

Complete, scan, and email to amy.c.clark@doe.nh.gov or mail to the above mailing address

SECTION A - PROJECT INFORMATION				
SAU number		Name of school district		
Full name of school				
Name of project				
Main contact person		Title		
Telephone		Email address		
Architect name		Firm		
Telephone		Email address		
Project manager		Firm		
Telephone		Email address		
Estimated overall cost of the project			\$	
Grade levels (check all that apply)	<input type="checkbox"/> PK	<input type="checkbox"/> Elementary	<input type="checkbox"/> Middle	<input type="checkbox"/> High
Project type (check all that apply)	<input type="checkbox"/> New Building		<input type="checkbox"/> Addition	<input type="checkbox"/> Renovation
Project delivery method (check all that apply)	<input type="checkbox"/> General	<input type="checkbox"/> Const. Mgr.	<input type="checkbox"/> Design-Build	<input type="checkbox"/> Other

SECTION B – NUMBER OF STUDENTS/STAFF			
Current student enrollment		Number of full-time staff	
Design capacity (i.e., projected enrollment)		Educational capacity	
Utilization rate (projected enrollment/educational capacity)			%
Number of student drivers			

SECTION C – BRIEF DESCRIPTION OF PROJECT
One to two sentences that <i>briefly</i> describes this project

Office Use Only	
Initials	Date received

SECTION D – PROJECT ALTERNATIVES CONSIDERED Describe the alternatives considered for solving the problem(s) and rational for selecting the alternative chosen. Be sure to consider the 20-year life-cycle costs.

--

SECTION E – ENERGY EFFICIENCY Describe the current energy use of this facility and what is proposed in the project that might impact the future energy use of this facility. Consider computing an energy use index before and after the project.

--

SECTION F – DEFICIENCIES		
	List deficiency	State how deficiency is being corrected, if applicable
Safety		
Mechanical		
Electrical		
Plumbing		
Structural		
Fire Code		
Health		
Space constraints		
Roof		
Flooring		
Site		
Educational programs		
ADA		

SECTION G – MAINTENANCE

State how many full time equivalent staff are dedicated to maintaining the current facility

Describe below how the following building services are provided and indicate the method of staffing.

Daily facility cleaning	
-------------------------	--

Grounds maintenance	
---------------------	--

Refuse removal	
----------------	--

Snow removal	
--------------	--

Minor maintenance/repair	
--------------------------	--

Pest management	
-----------------	--

Periodic equipment servicing and preventive maintenance	
---	--

Describe below the process for reporting, recording, verifying, and prioritizing building problems and fire safety issues

Describe below the process for 1) assigning corrective work and 2) determining that corrective work has solved the problem

Describe below the process for tracking and analyzing recurring problems.

Describe below the process for scheduling and completing preventive maintenance services and inspections on major building systems including (e.g., HVAC, life safety, elevators, plumbing, roofs, windows, doors, and kitchen appliances)

SECTION H – SQUARE FOOTAGE (SF) for <u>entire</u> building			
Total Existing Square Footage	Proposed Area to be Raised (sf)	Proposed Area to be Added (sf)	Total Proposed Area After Completion (sf)

Proposed area to be renovated (sf)	
------------------------------------	--

ELIGIBLE SQUARE FOOTAGE CHECK^{1,2}

A = Allowable SF per pupil	sf/pupil	D = Total area built after 1988	sf
B = Educational Capacity (from section B on page 1)	pupils	E = Remaining eligible area = C - D	sf
C = Max SF eligible = A*B	sf		

1. The maximum gross square footage per pupil is capped per RSA 198:15-b IV (b) and Ed 321.06.
2. Maximum eligible square footage applied on area built in the past 35 years (1988-2022) per Ed 321.06.

SECTION I – ANTICIPATED PROJECT COSTS			
	Cost for new space	Cost for Renovated Space	Total Cost
Site acquisition & development			
Construction costs			
Planning and design costs			
Furniture, fixtures and equipment (FFE)			
Other			
Ineligible items			
Total cost of project			

SECTION J – ELIGIBLE UNIT CONSTRUCTION COSTS for NEW SPACE - CHECK ³	
A = Construction costs for <u>new</u> space (from section I above)	\$
B = Proposed area to be added (from section H above)	sf
C = Cost per square foot = (A/B)	\$/sf

3. The maximum eligible cost standards for new construction is capped per RSA 198:15-b IV (a) and Ed 321.24.

SECTION K – ANTICIPATED FUNDING SOURCES		Amount (\$)
Bonds/loans		
District funds		
Charitable trust funds/bequests/gifts/donations (or other non-taxable funding)		
Energy rebates		
State building aid		
Federal or State aid other than building aid (e.g., ESSER, Public School Infrastructure, CTE funding, etc.)		
Other (insurance claim payments, impact fees, etc.)	State type	
Total		

SECTION L – DEBT (for more information about debt limits, see RSA 33:4a and RSA 195:6)	
District total assessed valuation	\$
District debt (including this project)	\$
Percent debt to valuation	%

SECTION M – ATTACHMENTS

- 01 Condition Evaluation form
- 02 A statement of assurance to maintain the facility
- 03 Copy of the 20 year maintenance plan
- 04 School Board meeting minutes to put forth for voter consideration. Minutes must identify total project costs.
- 05 Most recent fire inspection report
- 06 Most recent health inspection report
- 07 Proof of submission to the NH Division of Historical Resources (NHDHR) for a Request for Project Review (RPR)
- 08 Documentation that you have reached out to your utility company to discuss energy efficiency incentives
- 09 Mechanical-electrical-plumbing-structural reports, if any
- 10 Life-cycle cost analysis used to support statements in section D of this application
- 11 Design capacity documentation (i.e., enrollment projections from a statistically reasonable method)
- 12 Educational capacity calculations
- 13 Outline of technical specifications
- 14 A general layout map indicating total square footage and year of construction
- 15 Preliminary site plan – plan must show to the boundaries of the school owned property
- 16 Preliminary architectural drawings – drawings must include dimensioned floor plans that are labeled as to the use of each space and total square footage of each space. All spaces in the building must be shown, even those that are not proposed for renovation.
- 17 Site Addendum, if project includes land development
- 18 Digital copy of application and attachments

SECTION N – ACKNOWLEDGEMENT OF STATE FIRE MARSHAL’S OFFICE PLAN REVIEW

By signing below, you acknowledge that you are aware that per Ed 321.13, all public school construction projects are required to have a review completed by the State Fire Marshal’s Office (SFMO). Approval from the SFMO does not need to be complete at the time this building aid application is submitted, however no building aid funds will be reserved without SFMO’s approval (<https://www.nh.gov/safety/divisions/firesafety/building/engineering/index.html>).

Signature of Superintendent of Schools

Date

SECTION O – AUTHORIZATION

I hereby certify to the best of my knowledge and belief that the above information is correct.

Signature of Superintendent of Schools

Date

APPENDIX A – INSTRUCTIONS

When submitting an application package:

DO submit the attachments in order presented in section M, with the 6 page signed application on the top.

DO NOT include the instructions (appendix A) or the ineligibility information (appendix B).

DO NOT submit the application in a binder or with any items in plastic sheets or covers. Easy to remove staples and/or binder clips are acceptable.

The information below highlight areas in the application that may require specific clarification. If you have any questions, please contact the Department of Education, School Safety and Facility Management, at (603) 271-2037.

Section A - Project Information

Full Name of School is the official name of the school, spelled out. Please do not use abbreviations.

Main contact person is the school personnel you wish for the Department to communicate directly with.

A Project Manager is required by RSA 198:15-c IV (effective September 2019), for all building aid construction/reconstruction projects that exceed \$1,000,000. It is appropriate to have the project manager involved from the design stage but if one has not been hired yet, simply state TBD in this section.

Section B – Number of Student/Staff

Design capacity is defined as the maximum number of students intended to be educated in the building, based on reasonable enrollment projections developed through a statistically valid process. In other words, the design capacity is the largest student enrollment in a given projected year. For example, if you have a projected enrollment that is currently at 500 students and it steadily increases over the next 20 years to 528 students, then your design capacity is 528 students. If you have a projected enrollment that is currently 500 students and it steadily *declines* over the next 20 years to 428 students, then the design capacity is 500 students. In both scenarios, the design capacity is the maximum enrollment in the projection for any given year.

Educational capacity is defined as the maximum number of students that could be simultaneously instructed in the building using the minimum spaces allocations specified in Ed 321.10. For the purposes of this calculation, limit your calculation to general purpose classrooms. For elementary schools, the general purpose classrooms are simply the main classroom for each grade. For middle school and high schools the general purpose classrooms include English, science, math, and social studies classrooms. Special education spaces, the library/media center, gymnasiums, and specialize classrooms such as art, music, world language, and computer classrooms are not included in this calculation. Also note, that educational space may not be reduced by applying a limit to the number of students in a classroom, even if a local policy establishes a lower maximum class size. This does not preclude districts from establishing local policies concerning the maximum number of students in a particular class. However, those policies shall not be taken into account when determining educational capacity.

Utilization rate, per Ed 321.09, is defined as the extent to which the school buildings are used by comparing the design capacity to the educational capacity, expressed as a percentage. A 100 percent utilization rate means that every educational seat is occupied. For the purposes of determining eligibility of building aid, utilization rates shall not be less than 95%, 90%, or 85% for elementary, middle, or high schools, respectively. If the utilization rate is lower than this, building aid shall be prorated accordingly.

Section D – Project Alternatives Considered

RSA 198:15-b I. (b)(2) requires schools to select the least costly building plan based on a 20-year life cycle cost analysis that meets minimum state building standards. The goal is to select a project that is cost effective over the life of the facility. Projects that are cheaper up front but have more expensive maintenance costs which result in a more expensive project in the long term are not eligible for building aid. The Department does not require any specific 20-year life cycle cost models, rather this is chosen by the school and their design team.

SECTION E – Energy Efficiency

The Department of Education is working with Northeast Energy Efficiency Partnerships (NEEP) and Environmental Protection Agency (EPA) to obtain an energy use baseline for New Hampshire’s schools. The program consists of collecting utility data and basic facility information and importing it into EPA’s free ENERGY STAR Portfolio Manager (an energy use tracking tool) program. The energy use data before and after construction/reconstruction can be very useful when discussing and planning for the future of New Hampshire’s schools. Benchmarking is also a best practice for school districts to discover how their buildings compare to other similar facilities and to help prioritize upgrade projects or operational changes that reduce costs. If you don’t already participate, please contact John Balfe, Senior Buildings & Community Solutions Associate, at NEEP for more information. He can be reached at jbalf@neep.org.

Section F – Deficiencies

The deficiencies listed in this section shall be more than just maintenance issues. They should be targeted deficiencies that the proposed project is trying to addresses.

Section G – Maintenance

Per RSA 198:15-b I-a. (a), projects eligible for building aid must submit for review and approval a written 20-year maintenance plan describing in detail how the school district intends to maintain the new facility. The 20-year maintenance plan shall identify and define the program and activities necessary to achieve the design life expectancy of the building. Such program shall include activities having to do with scheduled repairs, upkeep, minor alterations, and enhancements of the building. The maintenance plan must also consider preventive maintenance that supports the building systems and components.

In this section, specifically identify how the district’s maintenance plan addresses the items specified. Do not state “see maintenance plan”.

Section H – Building Square footage / Parking

When entering the estimated total square footage before construction and after construction, include the entire building, not just the project area.

Please review Ed 321.06 to determine the allowable square foot per pupil (A).

The total area built since 1988 (D) is limited to new construction or additions constructed with school building aid funds. Do not include space renovated. School building aid for this project shall be limited to the

maximum allowable size remaining (E). Larger projects may be proposed however, if building aid is awarded it will be prorated accordingly.

Section I – Anticipated Project Costs

Project cost definitions:

Site acquisition costs and site development costs	Include: cost of purchase of land, and any legal or administrative costs associated with the site purchase. Purchases made in years prior to the current construction project are eligible if School Building Aid has not previously been paid toward those costs. The development costs include earth moving and shaping of the ground to prepare for construction, the cost of tree removal, the cost of demolition of existing structures on the site, the cost of removal of rock through blasting and/or excavation, the cost of construction of roads, driveways, and parking lots on the site, and the cost of landscaping. Also included are the costs paid to utility companies and/or municipalities for fees and for their work in bringing and connecting utility services from the property boundary to the building. Road work done on property not owned by the school district is not eligible for school building aid. Work to bring utilities to the site from locations that are not immediately adjacent to school property is not eligible for school building aid.
Construction costs ⁴	Include: costs of erecting the building inclusive of the foundation, structural frame, building envelope, interior finish work and equipment that is part of the building systems. The cost of temporary utility services used by the contractors is included. The profit and overhead for a general contractor, if there is one, and all sub-contractors are included. All other construction costs not covered above should go in the “other” category.
Planning and design costs	Include: payments to design professionals for design work and construction administration, costs of feasibility studies and similar planning activities, and the costs of geotechnical and environmental site studies. You may include the fee paid to a construction manager/advisor, or for any amounts paid to a construction manager at risk prior to the start of construction. Amounts paid to a construction manager at risk after the start of construction shall be included in the construction costs. In addition, any fees paid to attorneys for reviewing contracts, deeds, and other documents. Permit fees and other similar costs are included.
Furniture, fixtures, and equipment (FFE) costs	Include: the cost for materials, transportation, and labor to install furnishings, fixtures and equipment. This category includes typical office and classroom furniture, fire retardant window treatments, software and hardware integral to the operation of the building system, kitchen equipment, and similar items. Built-in items, such as casework, and mechanical equipment such as components of the HVAC system, are part of construction costs. This category only includes furniture, fixtures, and equipment that are eligible for building aid. Other items not eligible should be included in “ineligible items”. Please see appendix B for a list of items not eligible for building aid.
Other ⁴	Include all construction costs that are not subject to the cap or any other items that are eligible for building aid and don’t fit in the above categories.
Ineligible items	See appendix B for a list of ineligible items. In this section, include ineligible items in this table so that you are reporting true costs of your project.

4. In accordance with RSA 198:15-b IV(a), the maximum allowable construction cost per square foot, are published on the school building aid website. As stated in the publication, these construction costs include common construction costs (contractor fees, cost to erect the substructure and shell, cost for interior construction, etc.). They do not include construction costs that may be unique to a project such as the installation on an elevator. These costs should be included in “Other” costs. School districts, designers, and construction firms should understand these costs to be the upper limit for the payment of school building aid. They are not intended to be an accurate estimate for the actual cost of construction for a particular design in current or future market conditions. Project budgets should be developed independent of these cost limits. Bidders should not assume that these limits represent the budget available for a particular project.

Section J – Eligible Unit Construction Costs for New Space - Check

The purpose of this section is to make the applicant aware of the maximum eligible cost standards for new construction, as limited by 198:15-b IV (a) and Ed 321.24. Total cost for new construction may exceed the maximum allowable for this project, however, school building aid will be limited to the maximum allowable construction cost limits and the building award will be prorated accordingly. The maximum eligible cost standards are available on the Department’s website here: <https://www.education.nh.gov/who-we-are/division-educator-and-analytic-resources/school-safety-and-facility-management-bureau>. If building aid is awarded for this project, the cost standard will be indexed to time the project starts construction.

Section K – Anticipated Funding Sources

Per RSA 198:15-b I.(a)(2)(E), funds received from donations, charitable trusts, bequests, gifts, insurance policies, rebates, or federal or state grants are subtracted from the total project costs when computing the building aid award.

Section M – Attachments - *For direct links to many of the following forms see the school building aid website.* <https://www.education.nh.gov/who-we-are/division-educator-and-analytic-resources/school-safety-and-facility-management-bureau>.

Condition Evaluation form – Per RSA 198:15-c II. (b) and Ed 321.23 (g), school building aid projects are scored using the criteria outlined in the regulations. Using this form, schools are asked to self-rank themselves. The Department will conduct a site visit between July and December 2020 to verify the ranking. This ranking is then submitted to the School Building Authority for verification before being passed on to the State Board of Education for publication. For more information on the School Building Aid Process timeline or to download the Condition Evaluation Form see the building aid website.

A statement of assurance to maintain the facility – Per RSA 198:15-b I-a. (k), a statement of assurance is needed which indicates that the district intends to maintain and service all installed equipment to be installed equipment.

A copy of the 20 year Maintenance Plan – Per RSA 198:15-b I-a. (l), a 20-year maintenance plan that identifies and defines the program and activities necessary to achieve the design life expectancy of the building is required.

Minutes of the meeting to put forth for voter consideration and funding – be sure to highlight the areas that call out the vote put forth.

Most recent fire inspection report – Per RSA 153.14 II (b), the local fire chief is required to inspect your school building and is required to furnish a copy of this report to the school district superintendent and school board members. Please submit the most recent copy of your fire inspection report and if there were any deficiencies, indicate how and when the items were or will be addressed.

Most recent health inspection report – As part of the school approval process, which typically occurs once every 5 years, the Department of Education visits the facility and requires that the local health officer conduct

a health inspection, per Ed 306.28 (f). Please submit the most recent copy of your health inspection report and if there were any deficiencies, indicate how and when the items were or will be addressed.

Proof of submission to the NH Division of Historical Resources (NHDHR) for a Request for Project Review – public school construction projects are required to have a review completed by NHDHR. The results of the review do not need to be completed at the time this building aid application is submitted, however the request for review must be complete. NHDOE’s final approval of a project is contingent upon NHDHR’s review. For more information visit <https://www.nh.gov/nhdhr/review>.

Documentation that you have reached out to your utility company to discuss energy efficiency incentives – Per RSA 198:15-c I. school districts are required to submit an application for energy efficiency reimbursement. Please contact your utility provider and be sure to seek any rebates that promote high indoor air quality and/or energy efficiency. Attach a copy of your communication showing that you have notified the utility company of your upcoming project and you will be seeking their input. An application is requested prior to DOE making final payment.

Mechanical-Electrical-Plumbing-Structural reports, if any – It is common for schools to seek out professional opinions on the conditions of their mechanical, electrical, plumbing, and structural components of their facility. If any reports have been conducted for these purposes, please submit them for review.

Life-cycle cost analysis – the Department does not require any specific 20-year life cycle cost models, rather this is chosen by the school and their design team.

Design capacity documentation – please include your enrollment projections from a statistically reasonable method. Be sure that the documentation references the design capacity number listed in section B of your application. Often times enrollment studies will state various conditions and different outcomes. If this is the case, please clearly identify which projection number you have selected and state why.

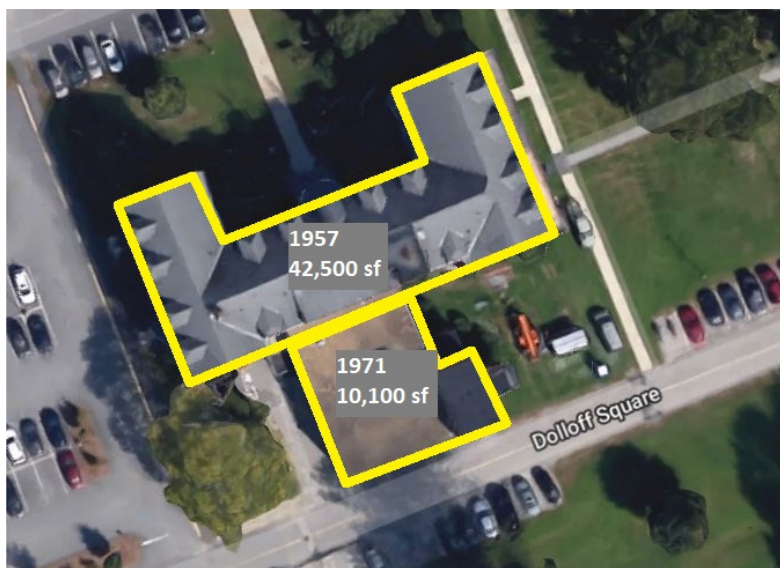
Educational capacity calculations – please include your educational capacity calculations. Below are two examples of educational capacity calculations:

High School	Room Number	Total Area (sf)	Min sf/pupil (per Ed 321.10)	Maximum Number of Students
English	101	800	32	25
English	123	870	32	27
Math	142	900	32	28
Math	149	810	32	25
Science-lab	189	1200	60	20
Science-lab	190	1460	60	24
Social Studies	132	800	32	25
Social Studies	138	870	32	27
Educational Capacity =				202

Elementary School for grades K-3	Room Number	Total Area (sf)	Min sf/pupil (per Ed 321.10)	Maximum Number of Students
Kindergarten	101	1000	50	20
Kindergarten	102	1200	50	24
Grade 1	103	900	36	25
Grade 1	104	910	36	25
Grade 2	107	900	36	25
Grade 3	108	910	36	25
Educational Capacity=				145

Outline of technical specifications – please provide the technical specifications outline, a draft copy is suitable.

A general layout map indicating total square footage and year of construction – a simple schematic showing the outline of the building and its additions. Label the year of construction and the total square footage. An example is shown below:



Preliminary site plan – a preliminary site plan must show the boundaries of the school owned property and identify any work proposed outside of the building, such as playground work, parking lot reconfigurations, etc.

Preliminary architectural drawings - drawings must include dimensioned floor plans that are labeled as to the use of each space and total square footage of each space. All spaces in the building must be shown, even those that are not proposed for renovation. Prior to submitting drawings, please be sure all spaces being renovated or constructed meet Ed 321.10 through Ed 321.12, or include a waiver when necessary and possible. Although not required, it is helpful to have a color coded layout showing the following as separate colors:

- Special Education (including but not limited to: speech therapy, physical therapy, occupational therapy, and private counseling).
- Classrooms (including but not limited to the following spaces: K-6 grade classrooms, English, science, math, social studies, world language, art, music, computers, library/media center, and the gym)

- Support Spaces (including but not limited to: offices, nurses suite, kitchens, cafeterias, teacher preparation areas, gym, locker rooms, team rooms, weight rooms, storage areas, and restrooms)

Summary of site information, if applicable – if the project includes the purchase of land, attach site information including the total buildable area, descriptions of the restrictions the site might have, the status of any necessary testing and permitting, and the proposed grading plan.

Digital copy of application and attachments – in addition to submitting one hard copy of the application and attachments, please also submit an electronic copy on a thumb drive. The drive should include the 6 page application as well as the attachments listed in section M. All files should be PDFs and should have the following file naming convention:

Item	Filename
Request For Payment	*.pdf
01 <input type="checkbox"/> Condition Evaluation form	A01*.pdf
02 <input type="checkbox"/> A statement of assurance to maintain	A02*.pdf
03 <input type="checkbox"/> Existing 20 year maintenance plan	A03*.pdf
•	•
•	•
•	•

If you have multiple files for one item, you may include multiple PDFs, just be sure all the files for that item all start with the same three characters. For example, your thumb drive may include A10_mep2018.pdf and A10_structural2013.pdf. As long as all of the filenames for your mechanical-electrical-plumbing-structural reports start with “A10”, it fits the naming convention above.

These digital files are important as they will be shared with the School Building Authority and will make it easier for an electronic review. However, at the request of the Department of Education, School Building Authority or the State Board of Education, you may be requested to print multiple copies.

Summary of site information, if applicable – If site work is being proposed, please attached the site addendum.

*Previously submitted electronic documents to be reviewed **DO NOT SUBMIT***– This section is for department use only. No response or additional attachments are needed.

- Annually the Department of Education collects the Emergency Operation Plan (EOP) though the portal established by Homeland Security and Emergency Management. This plan is due September 1 each year.
- In addition, annually the Department of Education collects data through the Educational Statistics Survey (ESS) though the myNHDOE portal. The Facility data collection survey and the Indoor Air Quality survey are collected through this system.

APPENDIX B – INELIGIBILITY

Ineligibility

Items ineligible for building aid, including but not limited to:

- Construction costs that exceed the maximum published by the Department (aid on construction costs will be capped).
- Land acquisition that exceed the maximum standards in Ed 321.04 (aid will be prorated).
- Cost to construct spaces that exceed the maximum size for school buildings (aid will be prorated).
- Cost of work that is not located on school property
- Costs related to financing such as bonding charges and interest
- Swimming pools, field houses, indoor tennis courts, indoor tracks, ice rinks, and artificial turf
- Sports equipment
- Resurfacing of tracks, courts, and playing fields
- Auditoriums in elementary schools or auditoriums greater than 50% of the building support space
- Vehicles
- Text books, tablets
- TVs, washer and dryers, AC wall units, cell phones
- Travel and associated costs
- Food, party supplies, items for grand openings
- Office supplies, photocopying
- Storage units/containers
- Tools
- Moving expenses
- Computer software (onetime expenses allowed for a new school)
- Library books (onetime expenses allowed for a new school)
- Outdoor athletic fields (onetime expenses allowed for a new school)
- CTE spaces eligible for funding under RSA 188-E
- SAU Offices
- Portable classrooms

The following funding sources are also not eligible for building aid, including but not limited to:

- Insurance claims
- Non-taxable funding (charitable trust funds/bequests/gifts/donations)
- Energy rebates
- Federal or state aid (e.g., Public School Infrastructure, CTE funding, etc.)

Calculation of building aid

Eligible costs for building aid equals the total cost of project, less ineligible items, including but not limited to those listed above and less ineligible funding sources, including but not limited to those listed above. The eligible costs multiplied by the project's building aid rate equals the total building aid award. 80% of this award was granted prior to construction. **The remaining amount is paid based on eligibility, not to exceed the remaining 20%.** It is possible that the award results in an amount less than the 80% already granted, in which case the school district is responsible for paying back the difference.