



Bureau of School Safety and Facility Management
 101 Pleasant Street, Concord, NH 03301-3852
 Telephone: (603) 271-3037

Request for Final Building Aid Payment

Due upon completion of construction

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			Contact's Title		
Email address			Completion date (mo/yr)	Project cost	\$

SECTION B – SQUARE FOOTAGE (SF) for entire building			
Total Existing Square Footage	Area Razed (sf)	Area Added (sf)	Total Area After Project Completion (sf)

Area this project renovated (sf)	
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Department use only: Does the project meet the gross square footage per pupil requirements in RSA 198:15-b IV (b) and Ed 321.06: yes/no

SECTION C – ACTUAL 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			

Department use only: Does the project meet the costs standards in RSA 198:15-b IV (a) and Ed 321.24: yes/no

SECTION D – ACTUAL 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.)	<i>State type</i>	enter text
Total		

SECTION E – DEVIATIONS Explain all deviations from the approved design

SECTION F - ATTACHMENTS
<p>01 <input type="checkbox"/> Invoice Summary Spreadsheet signed off by the school administrator, person in charge of finances, and the chair of the school board or board of trustees</p> <p>02 <input type="checkbox"/> Proof of funding for each source listed in section D, including the bond schedule</p> <p>03 <input type="checkbox"/> Compliance letters from the architect stating compliance with the following: state building code (RSA 155A), energy conservation code (RSA 155-A:10-a), barrier free access (Abfd 303), acoustical standards (Ed 321.21) and confirmation that no asbestos containing material was used in construction (40 CFR 763.99 (a)(7)).</p> <p>04 <input type="checkbox"/> Copy of the energy efficiency application from your utility</p> <p>05 <input type="checkbox"/> Digital copy of this request for payment for and attachments</p>

SECTION G – AUTHORIZATION	
I hereby certify to the best of my knowledge and belief that the above information is correct and the requirements of Ed 321 of the NH Code of Administrative Rules have been met unless waived in writing by proper authority.	
Signature of Superintendent of Schools or Charter School Director _____	Date _____

APPENDIX A – INSTRUCTIONS

When submitting this request for final payment:

DO submit the attachments in order presented in section F, with the 2 page signed request for payment on the top.

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

DO NOT submit this request 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 on the request form 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 is the school personnel you wish for the department to communicate directly with.

Section B – Square footage

When entering the total square footage before construction and after construction, include the entire building, not just the wing of the building that was worked on (for example).

Section C – Actual 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 D – Actual Funding Sources

Identify all funding sources. Funding sources may exceed the project cost. Building Aid is based on the total project costs (less ineligible items), not the total amount of income from the 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 E – Deviations

Explain all deviations from the approved design. Attach any revised plans or calculations, as necessary.

Section F – Attachments - *For direct links to many of the following forms, see the building aid website.*

Invoice Summary Spreadsheet – this must be signed off by the school administrator, person in charge of finances, and the chair of the school board members or board of trustees.

Digital copy of application and attachments – in addition to submitting a hard copy of this request for payment form and attachments, please also submit an electronic copy on a thumb drive. The drive should

include the 2 page request for payment as well as the attachments listed in section F. All files should be PDFs and should have the following file naming convention:

Item	Filename
Application	*.pdf
01 <input type="checkbox"/> Invoice Summary Spreadsheet	B01*.pdf
02 <input type="checkbox"/> Proof of funding	B02*.pdf
03 <input type="checkbox"/> Compliance letters	B03*.pdf
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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 B03_complianceletter.pdf and B03_noasbestos.pdf. As long as all of the filenames for your compliance letters start with “B03”, it fits the naming convention above.

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.