



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

Initial Lease Aid Application and Assurance for Charter Schools Due January 3, 2022

Directions: Please complete the application, save a PDF, and email the completed application along with required attachments to Carrie Gorman, School Safety and Facility Management Business Administrator, at carrie.a.gorman@doe.nh.gov.

Section A: School Information	
School name:	Date submitted:
Contact's name:	
Contact's phone number:	
Contact's e-mail address:	
Anticipated K-12 enrollment:	
Expiration date of lease:	
Briefly explain why the lease aid is necessary:	
Briefly describe the surrounding area, including the types of residential, commercial, and industrial activities that take place on the property and on all abutting properties:	
Section B: Lease Aid Calculation* - Please enter amounts listed below.	
Total lease payable cost: (a) Total annual lease payable: July 1, 2022 through June 30, 2023	
Ineligible costs:	
(b) Costs for damages to the leased facility beyond fair wear and tear	
(c) Costs for repairs for damages to the facility regardless of cause	
(d) Costs for any deposits of funds included in (a) that the district or charter school is required to provide to the property owner that are subsequently returned to the district or charter	
(e) Costs associated with each of the following activities if included in the lease agreement:	
1. Utility Costs	
2. Maintenance	
3. Custodial Services	
4. Refuse Removal	
5. Snow Removal	
6. Grounds Maintenance	
(f) Costs associated with a lease for the use of portable or modular classroom space	
Eligible amount: (g) Total eligible amount for Lease Aid (Calculation: a-b-c-d-e-f = g)	

*The amount of lease aid is dependent on the amount appropriated by the legislature each year. Lease aid shall be 30% of the eligible amount, or \$50,000, whichever is less. If the lease aid appropriation does not fully cover the requested amount, aid is prorated among the eligible chartered public schools that applied.

Section C: Charter School Lease Aid Assurances - Initial each component of the assurances.

Initial	Assurances
	Ed 322.07 (b) The applicant shall ensure the identification of the location of any and all asbestos-containing material prior to occupancy of the property as a regional vocational center by the district or charter school. Pursuant to RSA 141-E:3, the leased property shall be subject to the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 15 USC 53.
	Ed 322.07 (c) The applicant shall conduct or cause to be conducted a water test prior to occupancy of the property of a charter school. The applicant shall also conduct or cause to be conducted a water test annually on the date occupancy commenced. The applicant shall obtain water quality results either from the municipal system, if connected, or in accordance with the applicable provisions of Env-Ws 300 et seq. or successor rules in subtitle Env-Dw as required for non-transient, non-community water systems.
	Ed 322.07 (d) The applicant shall ensure the property owner will allow testing for air quality, mold, lead, asbestos, or any other hazardous materials or conditions at the expense of the school district or charter school. The applicant shall ensure the property owner will promptly correct any deficiencies identified by such testing at the expense of the property owner. Testing shall be allowed prior to occupancy of the property as a regional career and technical center or charter school, and at any time during such occupancy.
	Ed 322.07 (e) The applicant shall ensure property and liability insurance is maintained to fully compensate for loss or damage to property or any other costs associated with an event resulting from negligence by the owner or the owner's agents or employees.

Section D: Attachments – Check each box and attach a PDF for each attachment.

- Attachment A: Lease Agreement and Attorney Certification**
 - a. A copy of the lease agreement reviewed by a NH licensed attorney knowledgeable in contract law
 - b. A certification from the Charter School stating that the lease has been reviewed and approved by an attorney and meets the requirements in Ed 322.03.

- Attachment B: School Layout** - A floor plan showing the proposed layout and use of the space to be leased

- Attachment C: Site Plan** - A site plan of the building and the surrounding property

- Attachment D: Facility Codes** - Certification that the leased facility meets:
 - a. State building code, RSA 155-A and State Fire code, Saf-C 6000 (typically covered by the Occupancy Permit issued by the town)
 - b. New Hampshire code for barrier-free design under Abfd 300 (typically covered by a signed statement by a licensed architect or other professional with knowledge of the American with Disabilities Act)

- Attachment E: Food Service** - If applicable, a letter of approval from the department's bureau of nutrition and from the bureau of food protection in the New Hampshire department of health and human services, if food service operations, either culinary arts education or school provided meals, are to take place in the leased facility.

- Attachment F: Initial Building Costs** - If applicable, a statement of the initial building costs of modifying the building to meet the requirements of the educational program. This may be eligible for school lease aid if the district or charter school is required to pay those costs by the terms of the lease.

- Attachment G: Utility Costs** - If applicable, an invoice from the property owner if utility costs are included in the monthly or annual lease payment. The rental and utility costs need to be separated on the invoice.

Section E: Certification - *The Charter School Head of School must consult with the Board of Trustees by informing said Board of Trustees about the Charter School's participation in the NH State Charter School Lease Aid Program, and the terms and requirements of the program. The Charter School Head of School and the Chair of the Board of Trustees must sign this certification as described below. No payment for project/grant awards will be made without a current signed certification on file.*

Charter School Head of School Certification:

I, the undersigned official legally authorized to bind the named Charter School, hereby apply for participation in the Charter School Lease Aid Program on behalf of the Charter School named below. I certify, to the best of my knowledge, that the below named Charter School will adhere to and comply with these assurances, terms, and requirements. I further certify that I have informed all members of the Board of Trustees of the Charter School Lease Aid funds the Charter School will be receiving and of these assurances, terms, and requirements.

Name of Charter School

Name of Head of School

Signature

Date

Board of Trustees Certification:

I, the undersigned official representing the Board of Trustees, acknowledge that the Charter School Head of School, or other Qualifying Administrator, as identified above, has consulted with all members of the Board of Trustees, in furtherance of the Board of Trustees obligations, and pursuant to the Board's oversight of state funds the Charter School will be receiving and of the assurances, terms, and requirements for the Charter School's participation in said program.

Name of Board Trustee Chairperson
(on behalf of the Board of Trustees)

Signature

Date

Funding provided under RSA 198:15-hh, Annual Grant for Leased Space
For more information see: RSA 198:15-hh, <https://www.gencourt.state.nh.us/rsa/html/XV/198/198-15-hh.htm>
and Ed322 http://www.gencourt.state.nh.us/rules/state_agencies/ed300.html