NHDOE-logo-fullWide

Bureau of School Safety and Facility Management

101 Pleasant Street, Concord, NH 03301-3852

Telephone: (603) 271-2037

**Lease Aid Renewal Application**

**Due September 1, 2021**

**Eligibility:** Charter schools are eligible for renewal if lease aid was disbursed to the school in SY 2020-2021 and no substantive changes have been made to the lease submitted as part of the previously approved lease aid application. Substantive changes include, but are not limited to, updating the lease such that it no longer meets Ed 322 regulations, reconstructing or altering the leased space, or leasing space beyond what was presented in the previously approved Lease Aid application. If such cases apply, the charter school may reapply for Lease Aid using the Lease Aid application and adhering to the January 4, 2021 deadline in the Lease Aid application.

**Directions:** Please complete the application and email a PDF copy to Amy C. Clark, School Safety and Facility Management Administrator, at [amy.c.clark@doe.nh.gov](mailto:amy.c.clark@doe.nh.gov).

|  |  |  |  |
| --- | --- | --- | --- |
| **Section A: School Information** | | | |
| School name: | enter text | Date submitted: | enter date |
| Contact’s name: | enter text | | |
| Contact’s phone number: | enter number | | |
| Contact’s e-mail address: | enter text | | |
| Anticipated K-12 Enrollment: | enter number | | |
| **Section B: Lease Aid Cost Calculations** | | | |
| **Total lease payable cost:** (a) Total annual lease payable: July 1, 2021 through June 30, 2022 | | | Enter amount |
| **Ineligible costs:** | | | |
| (b) Costs for damages to the leased facility beyond fair wear and tear | | | Enter amount |
| (c) Costs for repairs for damages to the facility regardless of cause | | | Enter amount |
| (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 school | | | Enter amount |
| (e) Costs associated with each of the following activities **if included in the lease agreement**: | | | Enter amount |
| 1. Utility Costs | | | Enter amount |
| 1. Maintenance | | | Enter amount |
| 1. Custodial Services | | | Enter amount |
| 1. Refuse Removal | | | Enter amount |
| 1. Snow Removal | | | Enter amount |
| 1. Grounds Maintenance | | | Enter amount |
| (f) Costs associated with a lease for the use of portable or modular classroom space | | | Enter amount |
| **Eligible amount:** (g) Total eligible amount for Lease Aid (Calculation: a-b-c-d-e-f = g) | | | **Enter amount** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section C: Change in Lease Statement** *-* check **ONE** box **ONLY**  Initial | | | | | |
| By checking this box, I assure that the charter school is still operating under the same lease submitted as part of the previously approved lease aid application.  Or if the charter School is NOT operating under the same lease approved by the department, check this box and attach an updated lease agreement with a certified statement from the applicant’s attorney. The statement should clearly state that the lease has been reviewed by the attorney and meets the requirements in Ed 322.03. | | | | | |
| **Section D: 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>