



New Hampshire

Department of Education

Request for Conceptual Eligibility Approval of ESSER Funded Construction Project

In order for the New Hampshire Department of Education (NHED) to determine if your District's proposed Elementary and Secondary Emergency Relief (ESSER) funded construction project is "allowable, necessary and reasonable", and therefor eligible, as required by the Education Department General Administrative Regulations (EDGAR) and ESSER program requirements please provide the information requested below.

District Information

SAU Number	District Name	Building Name	Building Physical Address

Proposed Funding Source(s)

Please indicate which funding source(s) the District intends to use to support the construction project. If available, also provide the estimated amount of each funding source.

Funding Source	Yes/No	Estimated Amount or N/A	Comments
ESSER I			
ESSER II			
ARP – ESSER			
Local Funds			
Other Funds			

Scope of Project and Relationship to COVID-19

Please provide a detailed description of the proposed construction project and how its implementation will meet the ESSER allowability requirement of “preventing, preparing for, and responding to COVID-19”. Please include not only the major project components but also describe any ancillary components such as installing temporary classrooms, construction of staging areas, temporary utilities, etc. You may attach additional documentation (i.e. prior engineering studies, sketches, plans) to this submittal that you feel may help to better describe the construction project and its relationship to COVID-19.

Detailed Description (please note if there are attachments):

Contact Information

Please provide appropriate project contact information for the parties as listed below. The NHED considers the District’s Superintendent to be the primary contact for all correspondence.

Contact	Title	Name	Email Address	Telephone Number
Primary Contact	Superintendent			
Secondary Contact	Business Office			
Engineer/Architect Contact				
Other Contact				
Other Contact				

Submittal

Please submit this completed document, and any related attachments, to the NHDOE’s Bureau of Federal Compliance office at ESSER.Construction@doe.nh.gov. Following review of this submittal for completeness, the NHDOE will contact the District Superintendent to schedule a meeting to discuss the proposed construction project with the intent of granting or denying “Conceptual Approval” status.

Closing

Please contact Jessica Lescarbeau, Administrator, Covid-19 Education Programs, at 603-271-0058 or Jessica.L.Lescarbeau@doe.nh.gov should you have any questions about the above described approval process. Additionally, you may reach out to the submission inbox, ESSER.Construction@doe.nh.gov, with any general questions.