New Hampshire
Department of Education

Bureau of School Safety and Facility Management
25 Hall Street, Concord, NH 03301
Telephone: (603) 271-0955

Intial Lease Aid Application and Assurance for Charter Schools

Due December 31, 2022

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

Section A: School Information					
School name:				Date submitted:	
Contact's name:					
Contact's phone number:		Email:			
Anticipated K-12 enrollment:				Lease expiration date:	
Square footage of school:					
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, 2023 through June 30, 2024	
Ineligible costs:	
(b) Costs for space beyond what is required for the operation of the charter school	
(c) Costs for damages to the leased facility beyond fair wear and tear	
(d) Costs for repairs for damages to the facility regardless of cause	
(e) Costs for any deposits of funds included in (a) that the charter school is required to provide to the property owner that are subsequently returned to the charter school	
(f) Costs associated with each of the following activities **if included in the lease agreement**[1]:	
1. Utility Costs	
2. Maintenance	
3. Custodial Services	
4. Refuse Removal	
5. Snow Removal	
6. Grounds Maintenance	
(g) Costs associated with a lease for the use of portable or modular classroom space	
Eligible amount[2]**:** (h) Total eligible amount for Lease Aid (Calculation: a-b-c-d-e-f -g= h)	

[1] If lease payment includes multiple ineligible activities under a lump sum, please enter the lump sum on one line, and reference that line for the other included activities. For example: lease payment includes $10,000 for a combination of custodial services and snow removal. Enter $10,000 for Custodial Services and enter "included in line 3" for Snow Removal.

[2]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 323.06 (a)(7) The applicant shall conduct or cause to be conducted a water test prior to occupancy of the property to ensure compliance with RSA 485:17-a, Lead in Drinking Water in Schools and Licensed Child Care Facilities.
	Ed 323.05 (c) 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 charter school. The applicant shall ensure the deficiencies identified by such testing will be promptly corrected. Testing shall be allowed prior to occupancy of the property and at any time during such occupancy.
	Ed 323.05 (d) The applicant shall ensure the identification of the location of any and all asbestos-containing material prior to occupancy of the property. 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 323.05 (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.
	Ed 323.06 (a)(9) The lease only includes costs for space that is required for operation of the charter school, or the property owner has separated such costs on the invoice submitted to the charter school.
	Ed 323.06 (a)(10) The applicant is aware that per Ed 321.13, all public school construction or reconstruction projects are required to have a review completed by the state fire marshal's office.
	Ed 323.06 (a)(11) The applicant is aware of the additional application submittal requirements in Section D below.

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

Note: If any items in Section D are not available as of December 31, they may be submitted to the Department of Education up to the final attachment submittal deadline of ***September 1, 2023.***

☐ **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 323.03.

☐ **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 Americans with Disabilities Act)

☐ **Attachment E: Food Service -** If applicable, a letter of approval from the bureau of food protection at the New Hampshire department of health and human services as provided in He-P 2304, if food service operations, either culinary arts education or school provided meals, are to take place in the leased facility.

☐ **Attachment F: Liability Insurance –** A copy of the property and liability insurance that meets Ed 323.05(e)

☐ **Attachment G: Well Water -** If applicable, a letter of approval from the department of environmental services that the water supply well meets the requirements in Env-Dw 401.

☐ **Attachment H: 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 lease aid if the charter school is required to pay those costs by the terms of the lease.

☐ **Attachment I: 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