



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

Lease Aid Renewal Application Due September 1, 2024

Eligibility: Charter schools are eligible for renewal if lease aid was disbursed to the school in SY 2023-2024 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 323 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 Initial Lease Aid application and adhering to the January 1, 2024 deadline in the application.

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

Section A: School Information			
School name:		Date:	
Contact's name:			
Contact's phone number:		Email:	
Anticipated K-12 Enrollment:			
Section B: Lease Aid Cost Calculations			
Total lease payable cost: (a) Total annual lease payable: July 1, 2024 through June 30, 2025			
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)			

¹If 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.

Section C: Change in Lease Statement - check ONE box ONLY

- 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 323.03.

Section D: Attachments – check box and attach a PDF, if applicable

- Attachment F: Liability Insurance** – An updated copy of the property and liability insurance that meets Ed 323.07(b)(3), if applicable.

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

²The 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.

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 Ed 323, https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/2023_19_adopted_rule.pdf