



**PUBLIC SCHOOL INFRASTRUCTURE FUND  
 PROJECT COMPLETION & REQUEST FOR PAYMENT**

*Complete, scan, and e-mail to: [amy.c.clark@doe.nh.gov](mailto:amy.c.clark@doe.nh.gov) or mail to the above mailing address.*

**INSTRUCTIONS:**

- 1) Complete the project.
- 2) Keep receipts and photos of the project neatly organized and clearly marked.
- 3) If the project is selected for audit, receipts and photos will need to be electronically submitted to the Department of Education within 10 business days of the audit request.
- 4) Section A includes *total project cost* which is the total cost to complete the approved work identified in the application for the referenced project. For Life-Safety projects, this only includes costs that would have been eligible for building aid.
- 5) Section B requires you to attach a notarized affidavit from the superintendent, business administrator, and all school board members. If you are a charter school, have the school director, the person in charge of finances, and all members of the board of trustees sign the application.
- 6) Section B requires e-rate state match recipients to attach the *Funding Commitment Decision Letter (FCDL)* from USAC and the *Form 471* if it was not included in your original application.
- 7) Section C is your request for payment. The award amount will be your total eligible costs times your award rate, up to but not exceeding your approved award amount found on your approval letter.
- 8) Payment from the Department will be made within 30 days from receipt of this completed form.
- 9) Submit this completed form to Amy Clark at [amy.c.clark@doe.nh.gov](mailto:amy.c.clark@doe.nh.gov) or to the above mailing address (c/o Amy Clark).

**SECTION A - APPLICANT/PROJECT INFORMATION:**

	SAU #:	
	School Name:	
	Project Title:	
Line 1	Maximum Award Amount:	\$ Found on the award letter or listed in the Project Status report online at: <a href="https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/school-safety-and-facility-management-bureau/public-school-infrastructure-fund">https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/school-safety-and-facility-management-bureau/public-school-infrastructure-fund</a>
Line 2	Award Rate:	% <a href="https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/school-safety-and-facility-management-bureau/public-school-infrastructure-fund">https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/school-safety-and-facility-management-bureau/public-school-infrastructure-fund</a>
Line 3	Total Project Cost:	\$ <i>Total project cost</i> may differ from the <i>estimated cost</i> cited in the application. <i>Total project cost</i> is the amount spent to complete the approved work identified in the application.
Line 4	Total Request for Payment:	\$ <i>Line 2 times Line 3 or Line 1, whichever is less</i>

**SECTION B – REQUIRED ATTACHMENTS**

Attach notarized affidavit from the superintendent, business administrator, and all school board members. The affidavit should certify that the project is complete and that in accordance with the provisions of the Public School Infrastructure Fund, RSA 198:15-y, the total eligible costs listed on this form for the referenced project is accurate to the best of their knowledge.

A sample affidavit can be found online at: <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sample-affidavit.pdf>

- Notarized affidavit is attached.
- Funding *Commitment Decision Letter (FCDL)* from USAC is attached (for e-rate state match recipients only).
- Form 471 is attached, if not included in your original application (for e-rate state match recipients only).

**SECTION C - REQUEST FOR PAYMENT:**

Request for payment in the amount of \$ \_\_\_\_\_ to \_\_\_\_\_  
Line 4 in section A school name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools or Charter School Director

\_\_\_\_\_  
Title of Signer

**DOE Use Only:**

Invoice Number:	_____		
Vendor Code:	_____		
Remit Code:	_____		
Account Unit:	19640000-073-500583		
Amount:	_____		
Description:	PSI Fund		
<i>Due Upon Receipt</i>			
Authorized Signature:	_____	Date:	_____
Name:	Frank Edelblut	Title:	Commissioner of Education
Security projects only:			
HSEM sign-off:	_____	Date:	_____
Name:	_____	Title:	_____

Submit completed form to Amy Clark at [amy.c.clark@doe.nh.gov](mailto:amy.c.clark@doe.nh.gov) or to the address on the top of this form.