

25 Hall Street, Concord, NH 03301 Telephone: (603) 271-0955

Intial Lease Aid Application and Assurance for Charter Schools Due January 1, 2025

Directions: Please the complete application, save a PDF, and email the completed application 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:		
Contact's name:				Phone:		
Contact's email:				•		
Anticipated K-12 enrollment:	Lease expiration date:			on date:		
Water Supply:	Municipal Domestic Well					
	If domestic well, e	nter NHDES public water system ID:				
Briefly explain why the lease						
aid is necessary:						
Briefly describe the surroundin	g area, including the types					
of residential, commercial, and	industrial activities that					
take place on the property and						
Section B: Lease Aid Calculation						
Total lease payable cost: (a) To	otal annual lease payable: Jul	y 1, 2025 thr	ough June 30, 2	2026		
Ineligible costs:						
(b) Costs for space beyond what is required for the operation of the charter school						
(c) Costs for damages to the lea	ased facility beyond fair wear	r and tear				
(d) Costs for repairs for damage	es to the facility regardless o	f 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 payment 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)						

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.

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.

Section C: Charter School Lease Aid Assurances - Initial each component of the assurances.							
Initial	Initial Assurances						
	Ed 323.05 (b)(1) 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 (b)(2),(3) 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 (b)(4) Pursuant to 40 CFR §763.93 and Env-A 1810.17, the applicant shall develop an asbestos management plan for the leased property and shall be subject to the requirements of the Asbestos Hazard Emergency Response(AHERA) regulations 15 USC §2641-2656.						
	Ed 323.05 (b)(5) 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: Attach	ments – Check each box and attach a PDF for each attachment.						
	in Section D are not available as of January 1, they may be submitted to the Department of ne final attachment submittal deadline of September 1, 2025.						
	A: Lease Agreement – A copy of the lease agreement reviewed by a NH licensed attorney ble in contract law						
	Attachment B: Attorney Certification - A certification from the Charter School's attorney stating that the lease meets the requirements in Ed 323.03 and has been reviewed, approved, and signed						
Attachment	Attachment C: School Layout - A floor plan showing the proposed layout and use of the space to be leased						
Attachment D: Site Plan - A site plan of the building and the surrounding property							
	Attachment E: 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)						
statement	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 meets Ed 323	F: Liability Insurance – A copy of the property and liability insurance certificate of coverage that 3.05(b)(6)						

	Attachment G: 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 H: Initial Building Costs - If applicable, a statemed building to meet the requirements of the educational program charter school is required to pay those costs by the terms of	m. This may be eligible for lea				
	Attachment I: Utility Costs - If applicable, an invoice from the the monthly or annual lease payment. The rental and utility of					
said and Trus	ection E: Certification - The Charter School Head of School must aid Board of Trustees about the Charter School's participation in and the terms and requirements of the program. The Charter School rustees must sign this certification as described below. No payment current signed certification on file.	the NH State Charter School ool Head of School and the Cl	Lease Aid Program, hair of the Board of			
I, the the kno req	Charter School Head of School Certification: the undersigned official legally authorized to bind the named Charter School Lease Aid Program on behalf of the Charter Schoolwill adhere to a sequirements. I further certify that I have informed all members of ease Aid funds the Charter School will be receiving and of these and the School Mame of Charter School	nool named below. I certify, t nd comply with these assura f the Board of Trustees of the	o the best of my nces, terms, and e Charter School			
	Name of Head of School	Signature	Date			
I, the Sche Trus the	the undersigned official representing the Board of Trustees, acknowledges of the Undersigned Official representing the Board of Trustees, acknowledges, or other Qualifying Administrator, as identified above, has trustees, in furtherance of the Board of Trustees obligations, and he Charter School will be receiving and of the assurances, terms, articipation in said program.	consulted with all members pursuant to the Board's over	of the Board of sight of state funds			
	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 Ed323, https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/2023 19 adopted rule.pdf