



NH Department of Education

Bureau of School Facilities

25 Hall Street, Concord, NH 03301

Telephone: (603) 271-0955

Notice of Completion (NOC) and Request for Final Payment

Due upon completion of construction

Instructions: When filling out this form use the space provided. Do not state “see attached”. Sign and email a PDF copy of this form and the attachments to carrie.a.gorman@doe.nh.gov. The filename for the PDF should start with “NOC” followed by the district name and any other identifiers you wish to include (e.g., “NOC-Plymouth-ABCschool.pdf”). See attachment section for naming instructions for the attachments. More detailed instructions in Appendix A.

A. PROJECT INFORMATION			
SAU number		Name of district	
Name of school			
Name of project			
Main contact person		Main contact’s title	
Telephone		Email address	
Date construction began (mo/yr)		Completion date (mo/yr)	

Total project cost	
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B. SQUARE FOOTAGE (SF) for entire building			
Total Area Before Construction (sf)	Area Razed (sf)	Area Added (sf)	Total Area After Project Completion (sf)

Area renovated in this project (sf)	
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Total project cost per sf (total project cost / total area added and/or renovated)	
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C. DEVIATIONS (explain all deviations from the approved design)

D. FINAL PROJECT COSTS	
	Amount (\$)
A. Site acquisition & development	
1. Purchase of site & legal or administrative costs associated with the purchase	
2. Site development costs	
Subtotal	
B. Construction	
3. Construction estimate	
Subtotal	
C. Administrative Costs & Contingency	
4. Moveable equipment, including technology	
5. Advertising and legal	
6. Project contingency	
Subtotal	
D. Fees and Services	
7. Architectural and engineering fees	
8. State and federal permitting & approval fees	
9. Local permitting and approval fees	
10. Site selection fees	
11. Survey and soils fees	
12. Construction testing fees	
13. Owner's Project Manager fees	
14. Commissioning fees	
15. Other professional services	
Subtotal	
E. Other	
16. Other costs not identified above	
Subtotal	
Total Project Cost	
Total project cost less site costs	
Total project cost	

E. FUNDING SOURCES	
	Amount (\$)
Bonds/loans	
District funds	
Charitable trust funds/bequests/gifts/donations (or other non-taxable funding)	
Energy rebates	
Federal or State aid other than building aid (e.g., ESSER, SAFE grants, CTE grants, etc.)	
Other (insurance claim payments, impact fees, etc.)	
Building aid	
Total	

F. ATTACHMENTS – attach as separate files. Start the filenames with the two-digit attachment number followed by the name of the item and any other identifiers you wish to include (e.g., “A01invoicesummary.xlsx”). Attachment 1 needs to be in Excel or Google Sheets and attachments 2 through 8 need to be in PDF format.

- 01** Invoice Summary Spreadsheet in Microsoft Excel or Google Sheets.

- 02** Record drawings signed and stamped by architect or engineer licensed to practice in New Hampshire.

- 03** Commissioning plan in accordance with Ed 321.04(g).

- 04** Copy of any energy efficiency rebates or, if not eligible, a copy of the application submitted in accordance with Ed 321.15(m)(5).

- 05** Compliance letters from the architect stating compliance with the following: state building code (RSA 155A), energy conservation code (RSA 155-A:1,IV), barrier free access (Abfd 303), acoustical standards (Ed 321.03 (i)), school building construction standards (Ed 321.03), and certification that no known asbestos containing building material was used in construction (15 U.S.C § 2641-2656).

- 06** Certification of any approved code or permit waivers.

- 07** Copy of lease-purchase agreements required by Ed 321.06(c), if applicable.

G. ACKNOWLEDGEMENTS

By signing below, you acknowledge the following:

- The project is complete as defined in Ed 321.029(c).

- The summary of invoices submitted is complete and accurate.

- The project was built in accordance with all applicable building aid rules and law to the best of your knowledge.

- Final payment will not be made until all supporting documentation has been reviewed and approved by NHED and the facility has received an Approval to Operate by NHED, as required by Ed 321 and Ed 320.

Signature of Business Administrator / Charter School Financial Officer	Date
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Signature of Superintendent of Schools / Charter School Director	Date
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Signature of Chair of School Board / Chair of Charter School Board of Trustees	Date
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H. CERTIFICATION

I hereby certify to the best of my knowledge and belief that the above information is correct, and the requirements of Ed 321 have been met unless waived in writing by proper authority.

Signature of Superintendent of Schools or Charter School Director	Date
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APPENDIX A – INSTRUCTIONS

This form is due upon completion of construction. School districts and chartered public schools have 5 years from the initial payment to complete the project and submit a notice of project completion and request for final payment to the department, otherwise the award shall be forfeited and the district/chartered public school shall be required to repay the state 100 percent of the state grant received.

When submitting this request for final payment:

DO email the Notice of Completion and Request for Final Payment form with the attachments as separate PDF files (except for attachment A01, which needs to be submitted in Microsoft Excel format or Google Sheets).

DO start the filename of the Notice of Completion and Request for Final Payment form with “NOC” followed by the district name and any other identifiers (e.g., “NOC-Plymouth-ABCschool.pdf”).

DO start the attachment filenames with the two-digit attachment number followed by the name of the item and any other identifiers you wish to include (e.g., “A01invoicesummary.xlsx”).

DO NOT include cover pages.

DO NOT include the instructions (appendix A) or the ineligibility information (appendix B).

DO use the space provided. DO NOT state “see attached”.

The information below highlights areas on the request form that may require specific clarification. If you have any questions, please contact the Department of Education, Bureau of School Facilities at carrie.a.gorman@doe.nh.gov or (603) 271-0955.

Section A - Project Information

Full Name of School is the official name of the school, spelled out. Please do not use abbreviations.

Main Contact is the school personnel you wish for the department to communicate directly with.

Section B – Square footage

When entering the total square footage before construction and after construction, include the entire building, not just the wing of the building that was worked on (for example).

When calculating the total project cost per square foot, divide the total project cost by the total square feet involved in the project (i.e., the total square footage that was constructed or renovated).

Section C – Deviations

Explain all deviations from the approved design. If applicable, include any revised plans or documents as part of attachment 02.

Section D – Final Project Costs

Project cost definitions:

<p>Site acquisition costs and site development costs</p>	<p>Includes: cost of purchase of land and any legal or administrative costs associated with the site purchase. Purchases made in years prior to the current construction project are eligible if School Building Aid has not previously been paid toward those costs. The development costs include earth moving and shaping of the ground to prepare for construction, the cost of tree removal, the cost of demolition of existing structures on the site, the cost of removal of rock through blasting and/or excavation, the cost of construction of roads, driveways, and parking lots on the site, and the cost of landscaping. Also included are the costs paid to utility companies and/or municipalities for fees and for their work in bringing and connecting utility services from the property boundary to the building. Road work done on property not owned by the school district is not eligible for school building aid. Work to bring utilities to the site from locations that are not immediately adjacent to school property is not eligible for school building aid.</p>
<p>Construction costs</p>	<p>Includes: costs of erecting the building inclusive of the foundation, structural frame, building envelope, interior finish work and equipment that is part of the building systems. The cost of temporary utility services used by the contractors is included. The profit and overhead for a general contractor, if there is one, and all sub-contractors are included.</p>
<p>Administrative costs and contingency</p>	<p>Includes: moveable equipment costs (also known as furniture, fixtures, and equipment), advertising and legal fees, and contingency assigned to the project.</p> <p>Moveable equipment may include the cost for materials, transportation, and labor to install furnishings, fixtures and equipment. This category includes typical office and classroom furniture, fire retardant window treatments, software and hardware integral to the operation of the building system, kitchen equipment, and similar items. Built-in items, such as casework, and mechanical equipment such as components of the HVAC system, are part of construction costs.</p> <p>Other items not eligible should be included in “other”. Please see appendix B for a list of items not eligible for building aid.</p>
<p>Fees and service costs</p>	<p>Includes: payments to design professionals for design work and construction administration, costs of feasibility studies and similar planning activities, and the costs of geotechnical and environmental site studies. Include the fee paid to a construction manager/advisor, or for any amounts paid to a construction manager at risk prior to the start of construction. Amounts paid to a construction manager at risk after the start of construction shall be included in the construction costs. In addition, any fees paid to attorneys for reviewing contracts, deeds, and other documents. Include permit fees and other similar costs except for local permit fees, which are ineligible. Also includes commissioning fees.</p>
<p>Other</p>	<p>Include all costs that don’t fit in the above categories.</p>

Section E – Actual Funding Sources

Identify all funding sources. Funding sources may exceed the project cost. Building Aid is based on the total project costs less ineligible items, not the total amount of income from the funding sources. Per RSA 198:15-b I.(a)(4), funds received from federal or state grants are subtracted from the total project costs when computing the building aid award.

Section F – Attachments

01 - Invoice Summary Spreadsheet – this must be signed off by the school administrator, person in charge of finances, and the chair of the school board members or board of trustees. This attachment should be submitted in Microsoft Excel format or in Google Sheets.

Digital copy of application and attachments – Email all attachments with the naming convention shown below. If the files are too large to submit, files may be uploaded to a file server for access, or submitted on a USB flash drive. The drive should include the 3-page Notice of Completion and Request for Final Payment form as well as the attachments listed in section F. All files should be PDFs (except for the Invoice Summary Spreadsheet, which should be in Microsoft Excel format or Google Sheets) and should have the following file naming convention:

Item	Filename
Notice of Completion and Request for Final Payment form	NOC-[dist]-[schoolname]*.pdf
01 <input type="checkbox"/> Invoice Summary Spreadsheet	A01-invoice summary*.xlsx
02 <input type="checkbox"/> Record drawings	A02-drawings*.pdf
03 <input type="checkbox"/> Commissioning plan	A03-commissioning*.pdf
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If you have multiple files for one item, you may include multiple PDFs, just be sure all the files for that item all start with the same three characters. For example, your USB drive may include A05-compliance letter-ada.pdf and A05-compliance-letter-buildingcodes.pdf. As long as all of the filenames for your compliance letters start with “A05”, it fits the naming convention above.

APPENDIX B – INELIGIBILITY

Items ineligible for building aid include, but are not limited to:

- Costs that exceed the maximum allowed by Ed 321 (see Ed 321.19 through Ed 320.24)¹
- Spaces that exceed the maximum building size allowed by Ed 321 (see Ed 321.09)
- Career and Technical Educational (CTE) spaces that are eligible for funding under RSA 188-E
- School Administrative Unit facilities
- Portable, temporary, or modular classrooms
- Leases, except for lease-purchases of mechanical, structural, or electrical equipment which is designed to improve energy efficiency or indoor air quality in buildings
- Swimming pools, field houses, indoor tennis courts, indoor tracks, ice rinks, and artificial turf
- Resurfacing of tracks, courts, and playing fields
- Re-sodding or reseeding of athletic fields and other green areas
- Work that is not located on school property
- Televisions
- Air conditioning wall units
- Washer and dryers not related to maintenance or educational programming
- Dishwashers not related to food services or educational programming
- Microwaves and refrigerators, except in the cafeteria, teacher break room, and nurse's office
- Maintenance items such as cleaning supplies and materials
- Cleaning equipment, such as floor cleaning machines and wet and dry vacuums
- Repair parts for mechanical, electrical, or plumbing systems, unless the parts return the equipment to new condition
- Sports and weight room equipment, except for those in the gymnasium that are normally fastened to the structure such as basketball backboards and rims and climbing walls
- Scoreboards
- Band and athletic uniforms or musical instruments
- Vending machines
- Replacement of gym floors
- Computers and software that are not integral to the building systems
- Tablets and laptops for students and teachers
- Office or educational software
- Security equipment that is not normally fastened to the structure such as radios, badges, key fobs
- Office supplies, photocopying
- Textbooks and library books
- Motor vehicles, lawn mowers, tractors, or similar machines
- Tools
- Moving expenses
- Storage units and storage containers
- Travel and associated costs
- Cell phones
- Food, party supplies, and items related to grand openings
- Building dedication plaques or time stones

APPENDIX B – INELIGIBILITY

- Finance charges such as bonding charges and interest
- Fees paid to local municipalities for building permit fees, siter permit feeds, planning board or zoning board fees
- Items and work covered by insurance or expected to be covered by insurance
- Repairs for damages incurred to equipment or structures that are covered by a valid warranty or guarantee that has been invalidated by the actions of a school district or its staff
- Repairs to buildings, systems, or components that result from failure to perform proper maintenance
- Work that results from failure to follow building codes or previous guidance from the department
- Repairs for which the school district makes a legal claim for damages until the legal proceeding has been resolved

To be eligible to apply for building aid, see Ed 321.04.

Funding sources that are ineligible to cover the local cost share of the project include:

- Energy rebates
- Public School Infrastructure grants
- Security Action for Education (SAFE) grants
- Career and Technical Education (CTE) grants
- Other funds from federal grants or other state programs

Calculation of building aid

Eligible costs for building aid equals the total cost of project, less ineligible items, including but not limited to those listed above and less ineligible funding sources, including but not limited to those listed above. The eligible costs multiplied by the project's building aid rate equals the total building aid award. For school districts, 80% of this award was granted prior to construction. **The remaining amount is paid based on eligibility, not to exceed the remaining 20%.** It is possible that the award results in an amount less than the 80% already granted, in which case the school district is responsible for paying back the difference.

In the case of chartered public schools, 5% of the eligible grant amount is paid each year for 20 years, with no more than 10% able to be paid out until completion of the project and verification of final costs by the Department of Education.

Footnotes

1. Limitations on construction costs

In accordance with RSA 198:15-b III (a) and Ed 321.22, construction costs are capped at the maximum allowable construction costs published by NHED. By November 30 each year, NHED publishes the maximum allowable construction costs on the School Building Aid [website](#). These costs should be understood to be the upper limit of construction costs included in the payment of school building aid. **They are not intended to be an accurate estimate for the actual cost of construction for a particular design in current or future market conditions.** Project budgets should be developed independent of these cost limits. Bidders should not assume that these limits represent the budget available for a particular project. Due to this cap on construction costs, districts will want to remain aware of the construction cost per square foot, both in their application and as the project commences. Construction costs exceeding the cap are not eligible for building aid and will be deducted from the final eligible project costs prior to any final building aid payment being issued upon completion of a project.

APPENDIX B – INELIGIBILITY

Construction costs **DO** include the following: contractor fees, cost to erect the substructure and shell, cost for interior construction (partitions, doors, fittings, stairs, and wall/floor/ceiling finishes, etc.) and cost for services such as plumbing, HVAC, fire protection, and electrical.

Construction costs **DO NOT** include: costs associated with site purchase and site development; administrative costs such as advertising, legal, and project reserves and contingency; costs for furniture, fixtures, and equipment; costs for technology equipment including clock systems, servers, printers, cameras, audio visual equipment, copiers, phones, intercoms, and computers; costs for site investigation and construction testing; and fees for planning and design, owner’s project manager, commissioning, and other professional services.

Other limits on the maximum building aid award, include but are not limited to:

- Site acquisition costs shall be limited to the maximum size allowable by Ed 321 and the market value as determined by an appraisal conducted as part of the land acquisition (see Ed 321.20)
- Site development costs shall not exceed 15% of the total eligible project costs less site costs (See Ed 321.20).
- Administrative costs and contingency shall not exceed 15% of the total eligible project costs, less site acquisition and site development costs (see Ed 321.23)
- Owner’s Project Manager fees shall not exceed 1.5% of the total eligible project costs, less site acquisition costs. (see Ed 321.24)
- Fees and services costs shall not exceed 10% of the total eligible project costs, less site acquisition costs (see Ed 321.24)

2. Limitations on eligible square footage

In addition to the maximum construction cost per square foot., RSA 198:15b IV (b) and Ed 321.09 also cap the maximum gross square footage per pupil eligible for building aid. It is important for the district to be cognizant of the maximum square footage eligible for building aid. Any overages in square footage will be deducted out of the total eligible project cost. See Ed 321.09 for the limits on maximum building sizes eligible for building aid.