**Leased Space Program**

*FY 2025 Application*

**State of Maine**

*Department of Education*

*Office of School Facilities*



Conversion of Approved Leased Space to Permanent Small Instructional Space

#### Applicant Information

School Administrative Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Application Type***  [ ]  NEW [ ]  RENEWAL

#### Local Project Authorization

After careful study of our school facility needs, the board of directors/school committee has voted to proceed with the attached application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent’s Signature Date

 ***Instructions:***

 For new applications - Complete Sections 2 and 3 only

 (In order to apply for a conversion to permanent space project you must have a currently approved

 lease for temporary or interim instructional space on file with the Department.)

 For renewals - Complete Section 1 only

 ***For more information contact:*** **Submit original signed hard copy to:**

 Ann Pinnette Department of Education

 207-215-3809 Office of School Facilities – Leased Space

 23 State House Station

 Augusta, ME 04333-0023

 **Application due by 5 p.m. September 16, 2024**

##### Section 1 - Conversion to Permanent Small Instructional Space

**COMPLETE SECTION 1 ONLY IF THIS IS A RENEWAL APPLICATION**

* 1. Name of School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Information on original approved instructional space leases

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Lease Number* |  |  |  |  |
| *Number of Square Feet* |  |  |  |  |
| *Annual Lease Cost* |  |  |  |  |

* 1. Date of conversion to permanent space (date or year when leased

 space was eliminated and permanent space was occupied) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPACE IS ELIGIBLE FOR STATE SUPPORT FOR A MAXIMUM OF 10 YEARS

###### For Department of Education use only

Approval of Lease Conversion

The Commissioner of the Department of Education hereby approves state support for this permanent small instructional space conversion as set forth below:

For the period of time: **July 1, 2024 to June 30, 2025**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of approved square feet Amount of lease cost approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date For Pender Makin, Commissioner

##### Section 2 - Conversion to Permanent Small Instructional Space

*Attach additional sheets as necessary.*

**COMPLETE SECTION 2 ONLY IF THIS IS A NEW APPLICATION**

* 1. List all currently approved instructional space leases which will be eliminated by this

 permanent space project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lease Number |  |  |  |  |
| Start Date of Lease |  |  |  |  |
| Expiration Date of Lease |  |  |  |  |
| Name of School |  |  |  |  |
| Grade Levels |  |  |  |  |
| Number of Classrooms |  |  |  |  |
| Number of Students |  |  |  |  |
| Number of Square Feet |  |  |  |  |
| Actual Annual Lease Cost |  |  |  |  |

**2.2** Last date that leased space will be occupied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.3** Projected date of occupancy in new permanent instructional space \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 3 – Conversion to Permanent Small Instructional Space

*Attach additional sheets as necessary.*

**COMPLETE SECTION 3 ONLY IF THIS IS A NEW APPLICATION**

**3.1** Briefly explain your long-term facility plan and how this acquisition addresses your needs.

**3.2** Briefly address the planning process and identify professionals who assisted in your proposal.

**3.3** Attach a copy of your construction budget and project timeline.

**3.4** Attach a copy of the minutes of the board meeting that authorized this conversion.

**3.5** What other options were considered to meet these space needs (consolidation, tuitioning, etc.)? Why were they rejected? Explain briefly.

**3.6** If this conversion were not approved, what would be the educational impact on your school system? Explain briefly.

**3.7** Detail the present state supported leased units that this project will replace.

**3.8** Please rate the school’s need for this lease:

 [ ]  Critical to the program

 [ ]  Needed but not critical to the program

 [ ]  Desirable for program enhancement