



Instructions for Completing the Capital Construction Assistance Online Grant Application

Grant Submission

Print one completed application for your records and one for submission to CDE with signatures.

- **Do not:** bind the application in a 3-ring binder, report folder, or book.
- **Do not:** send the pages loose but bind the application with paper clips, binder clips or rubber bands. Do NOT use staples.

A hard copy of the grant application with signatures must be received at 1580 Logan St. Suite 310, Denver CO 80203, before 4 pm on February 25, 2019.

Eligibility

- Pursuant to 22-43.7-109(a) C.R.S., the Division may only provide financial assistance for:
 - A capital construction project for a public school facility that the applicant owns or will have the right to own in the future under the terms of a lease-purchase agreement with the owner of the facility or a sublease-purchase agreement with the State
 - A capital construction project for a public school in existence for at least three years at any time before the board receives an application for financial assistance.
 - An applicant that is operating or will operate in the next budget year in a leased facility that is:
 - Listed on the state inventory of real property and improvements and other capital assets maintained by the office of the state architect pursuant to section 24-30-1303.5, C.R.S.; or
 - State-owned property leased by the state board of land commissioners, described in section 36-1-101.5, C.R.S., to the applicant.
- If the Actual Match on this request is less than the CDE Listed Minimum Adjusted District Match Percentage:
 - **A Waiver Application must be submitted with this application.** (See Instructions on Page 2.)
- If the Actual Match on this request is less than 75%:

- **This project may need to comply with Colorado's "High Performance Standard Certificate Program"**, pursuant to 24-30-1301 and 24-30-1305 C.R.S. Please call your Regional Program Manager for additional information.

[View frequently asked questions about the BEST Grant](#)

Photos

Please include an electronic copy of photos with the application via CDE's file sharing provider, [Syncplicity](#) (please request a shared BEST folder for the application if one was not provided to the applicant's grant manager). The photos should be high resolution and in a JPEG, GIF, PNG, or TIFF format only. Paper copies, Word documents, PDFs or PowerPoint files are not acceptable formats. Photos should include:

- A photo of the front of the facility;
- A photo of a typical classroom;
- A photo of a typical corridor; and;
- A site plan, architectural rendering, and/or drawings of the proposed solution if available;
- Up to ten additional photos specific to the project.

Check-List for a Complete Grant Application:

PLEASE READ THOROUGHLY.

In order for the submitted grant application to be considered complete, the following must be included, or the application **may not be accepted**. Hard copies are required unless stated otherwise.

- CC-03 grant application with signatures
- [Detailed project budget](#), using provided format
- [Electronic photos](#) submitted via Syncplicity
- [Waiver application](#) if not providing the minimum applicant match
- Submittal requirements based on project scope (electronic copies submitted via Syncplicity)

Check-List for a Complete Grant Application:

PLEASE READ THOROUGHLY before logging in.

In order for the submitted grant application to be considered complete, the following must be included in the grant application or the application **may not be accepted**. Hard copies are required unless stated otherwise.

- CC-03 grant application with signatures
- Detailed project budget, using provided format
- Electronic photos submitted via Syncplicity
- Waiver application if not providing the minimum applicant match
- Submittal requirements based on project scope (electronic copies submitted via Syncplicity)

[View additional guidance on the instructions page](#)

Due Date

A hard copy grant application with signatures must be received:

- at *1580 Logan St. Suite 310, Denver CO 80203*
- before **4 pm on Monday, February 25, 2019**

User Login

Email Address

Password

[Cancel](#) Log In

[Reset Password](#)

Request a Grant Manager Account:

To obtain a Grant Manager account, [please submit a request](#).

Only applicant District, Charter School, BOCES, or Colorado School for Deaf and Blind personnel may be assigned as a Grant Manager. Grant Managers will have the ability to add and remove additional contributors and viewers for their organization. Please contact our office manager, Priya Nye, with any questions at 303-866-2153

Application Instructions and Sections

Step 1:

Fill out each Application section completely.

Completed sections:

A green check will appear next to completed sections.

Incomplete sections:

A red **x** will appear next to incomplete sections. **Click on the red x** to display that section and highlight the areas with missing information.

Step 2:

Once all sections are complete:

1. Click "Print Draft Application for Review" below to generate a printable copy for your review.
2. Make any needed changes to your application, review the instructions and the checklist for a complete application.
3. When application is complete and ready for submission, click "Submit and Print Completed Application" below. This will lock your application so no edits can be made and allow you to print the complete application including signature page with a matching time/date stamp.
4. Once printed, have your complete application signed and deliver it with all supporting material to *1580 Logan St. Suite 310, Denver CO 80203* before **4 pm on Monday, February 25, 2019**. Scanned signatures are acceptable.

[Print Draft Application for Review](#)

[Submit and Print Completed Application](#)

Section

Submittal Requirements Based on Project Scope

Please read and Agree at the bottom of this page.

Each grant application packet should include documentation of appropriate due diligence to identify the deficiencies and arrive at the solutions identified within the application. Below is a list of typical project scopes and common associated due diligence items expected. Electronic copies are preferred.

New school, major renovation and/or addition projects

- facilities master plan (if completed)
- engineering reports (optional)
- drawings or diagrams
- detailed schedule
- space requirements, program plan, and/or ed specs

Roof projects

- a roof audit or roof assessment
- minimum of 2 current quotes, 3 preferred
- roof projects will be reviewed in accordance with the Division's Roof Policies.

[Click here to ensure your proposal meets the roof requirements \(PDF\)](#)

Mechanical projects (HVAC, Boiler, Indoor Air Quality, Plumbing)

- indoor air quality reports (if applicable)
- engineering reports or assessments
- minimum of 2 current quotes, 3 preferred

Security or Safety

- [a completed safety / security grant questionnaire \(DOC\)](#)
- minimum of 2 current quotes, 3 preferred

Minor renovations, remodels, and all other types of projects

- scopes and estimates
- minimum of 2 current quotes, 3 preferred

Technology Projects

- school or district technology plan
- hardware/device list with quantities, locations, and program purpose
- minimum of 2 current quotes, 3 preferred

When applicable:

- engineering reports
- plans or specifications
- current professional cost estimates
- Facility Assessments (other than the CDE Assessment)
- Non-compliance letter(s) from authority having jurisdiction
- any other supporting documentation deemed relevant by the applicant

SAMPLE

Project Expense Reimbursement Disclosure

Please read and Agree at the bottom of this page.

By submitting an Application, the Grantee agrees that for all Project Expenses incurred prior to the Effective Date of an executed Grant Agreement, in the event that the Department of Education is unable to execute a Grant Agreement due to funding or other issues, the Grantee shall not seek reimbursement from the Department for any Project Expenses.

In addition, Grantee acknowledges that if it initiates a Project prior to the Effective Date of an executed Grant Agreement, that it does so with its own funding and at the risk that the Department will not be able to reimburse the Grantee for that Project. In no such case will expenses incurred prior to the closing date of the grant cycle in which the Application is submitted be considered for reimbursement.

SAMPLE

Lease/Purchase Project Notice Disclosure

Please read and Agree at the bottom of this page.

The CCAB may select major renovation and new construction projects for funding through Lease/Purchase financing at their discretion and subject to the availability of funds. Projects awarded as Lease/Purchase grants with matching funds provided by a bond not previously sold at time of CCAB recommendation will be required to structure the bond as a matching money bond to be sold by the state. Projects funded through matching money bonds will be required to use a 20-year level debt service structure.

Additional restrictions or limitations on the use of financed funds may be encountered by the State as determined by the type of financing utilized by the State Treasurer. If the applicant is aware of any legal or title restrictions or liens on the subject property, or restrictions on previously approved bonds that may prevent your major renovation or new construction project from eligibility for lease/purchase financing, please notify your Regional Program Manager.

SAMPLE

Waiver Application Guidelines

Please read and Agree at the bottom of this page.

The BEST grant is a matching grant. Each applicant is assigned a unique minimum matching requirement, pursuant to 22-43.7-109(9) C.R.S., to identify their financial capacity. An applicant may apply to the Capital Construction Assistance Board for a waiver or reduction of the matching moneys requirement for their project if the applicant determines its minimum match does not accurately reflect their current financial capacity, pursuant to 22-43.7-109(10) C.R.S. The Capital Construction Assistance Board shall seek to be as equitable as practicable by considering the total financial capacity of each applicant pursuant to 22-43.7-109(11) C.R.S.

Waiver applications must be requested from your Regional Program Manager. Be specific when addressing each question on the waiver application. Each question relates to a specific match criteria factor, and the applicant must explain the issues and impacts surrounding that criterion to demonstrate why it does not properly reflect the applicant's specific circumstances. Please submit meeting minutes, award/non-award letters, official communications, budget documents or other relevant documentation to support responses.

The CCAB will review waiver requests independently from the grant application. Upon review of the waiver application, the Capital Construction Assistance Board will make a motion to approve or deny the applicant's waiver request.

The Assistance Board may grant a waiver or reduction if it determines:

- That the waiver or reduction would significantly enhance educational opportunity and quality within a School District, Board of Cooperative Services, or Applicant school;
- That the cost of complying with the matching moneys requirement would significantly limit educational opportunities within a School District, Board of Cooperative Services, or Applicant school, or;
- That extenuating circumstances deemed significant by the Board make a waiver appropriate.

Statutory Waiver

Per 22-43.7-109(10)(a) C.R.S., A school district shall not be required to provide any amount of matching moneys in excess of the difference between the school district's limit of bonded indebtedness, as calculated pursuant to section 22-42-014, and the total amount of outstanding bonded indebtedness already incurred by the school district. Contact your Regional Program Manager if this is the case, and a Statutory Waiver form will be provided.

Waiver Applications

In order to apply for a waiver or reduction in the matching moneys requirement the applicant must complete a waiver application and submit it with the grant application.

School district, BOCES or CSDB applicants

[Click here to access a sample waiver application \(DOC\)](#) .

The link above is only a sample. Waiver applications include additional reported financial data that must be generated by CDE staff. Please contact your Regional Program Manager for a copy of a waiver application with your data included.

Charter school applicants

[Click here to access a sample waiver application \(DOC\)](#) .

The link above is only a sample. Waiver applications include additional reported financial data that must be generated by CDE staff. Please contact your Regional Program Manager for a copy of a waiver application with your data included.

SAMPLE

Competitive Selection Process for Vendors

Please read and Agree at the bottom of this page.

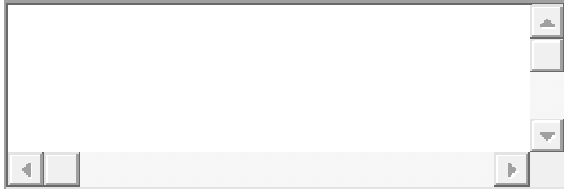
The CDE strives for a fair, transparent, competitive, documented bid/selection process for construction manager / general contractors, design/builders, design consultants, owners' representatives, planners, etc.

The following process is required for the selection of various professionals/vendors for whom BEST funds will be requested:

- **Contact your BEST Regional Program Manager (RPM) before initiating a vendor selection.**
- Applicant will issue a detailed request for qualifications (RFQ) for each aspect of the project's scope for **all applicable vendors**. The applicant may contact CDE to request templates.
- Applicant will send a draft RFQ to their assigned BEST RPM for review and comment prior to advertising/distributing the RFQ. Selection criteria of professional should be included in the RFQ, as well as any relevant CDE documents. CDE will provide comments to the applicant on the RFQ.
- The RFQ should be distributed to all potential bidders, posted in relevant publications and/or the capital construction listserv. The applicant will keep records of the RFQ distribution.
- After reviewing the RFQ responses, the School Board/Selection Committee may conduct interviews.
 - The applicant will notify their BEST RPM of upcoming interviews and may request their presence at the interview.
 - The School Board/Selection Committee should use a rating system, and agreed-upon criteria to select a candidate(s).
- Provide a summary of the competitive process and summary rating sheet(s) to CDE prior to the contract award to the selected professional. The selection committee should then provide feedback regarding the selection process to all applicants.
 - This summary should include the following:
 - A copy of the final RFQ.
 - Where the RFQ was advertised.
 - A written summary of the selection process with a description of its results (how many responses, how many interviews, what questions were asked, how was the selected vendor ultimately chosen, etc.)
 - A scoring and selection process summary.
- Prior to executing a contract with the selected vendor, send a DRAFT copy of the contract to CDE for review and comment.
- When a project involves hard-bid selection of a contractor or installer, selection should be based on the lowest qualified bid. Contractors may be pre-qualified if deemed necessary for the scope of work. Discuss any pre-qualifications with your BEST RPM. Please also provide copies of bid results and analysis to your RPM.

- Where board policy requires local preference, the degree of preference should be quantified in the bid documents or RFP in advance.
- Please refer to the [Consultant/Contractor Selection Guidelines](#) for more details.

If you intend to deviate from the above process, please explain your proposed process for procuring primary project vendors, including confirmation of compliance with your organization's procurement policies, below:



SAMPLE

The High Performance Certification Program (HPCP)

Please read and Agree at the bottom of this page.

24-30-1305.5 C.R.S. states that:

A facility that is substantially renovated, designed or constructed with state moneys or with moneys guaranteed or insured by a state agency or state institution of higher education **and** such money constitutes at least twenty-five percent of the project cost must comply with the High Performance Certification Program (HPCP) policy adopted by the Office of the State Architect (OSA) **if the following applies:**

- The new facility, addition, or renovation project contains 5,000 or more of building square feet, and;
- The project includes an HVAC system, and;
- If a building undergoing substantial renovation cannot achieve high performance due to either the historical nature of the building or because the increased costs of renovating the building cannot be recouped from decreased operational costs within 15 years, an accredited professional shall assert in writing that, as much as possible, the substantial renovation has been consistent with the high performance standard certification program;
 - "Substantial renovation" means any renovation with a cost that exceeds twenty-five percent of the value of the building

High Performance Certification Program Requires:

- The Department of Personnel and Administration, Office of the State Architect has determined the following three guidelines as meeting the High Performance Certification Program (HPCP) requirements per C.R.S.24-30-1305.5; the U.S. Green Building Council, Leadership in Energy and Environmental Design - New Construction (USGBC LEED™-NC) guideline with Gold as the targeted certification level; and the Green Building Initiative (GBI), Green Globes guideline with Three Globes the targeted certification level; and for the Colorado Department of Education, K-12 construction, the Collaborative for High Performance Schools (US-CHPS) is an optional guideline with Verified Leader as the targeted certification level.

Additional information:

- Projects are strongly encouraged to meet OSA's Sustainable Priorities.
- If the increased costs incurred by the HPCP exceed 5% of the total cost of the project, a BEST Regional Program Manager will be required to review it.
- If the project qualifies for the HPCP, then the design team is required to have a qualified sustainability consultant included. Ensure your project budget can cover this cost.
- In all cases high performance design, scope, and cost must be considered in all grant applications.
- Please contact the Regional Program Manager if there is uncertainty about conforming with the HPCP.

SAMPLE

Capital Renewal Requirement

Please read and Agree at the bottom of this page.

Pursuant to 22-43.7-109(4)(d): **If the capital construction project involves the construction of a new public school facility or a major renovation of an existing public school facility**, a demonstration of the ability and willingness of the applicant to maintain the project over time that includes, at a minimum, the establishment of a capital renewal budget and a commitment to make annual contributions to a capital renewal reserve within a school district's capital reserve fund or any functionally similar reserve fund separately maintained by an applicant that is not a school district.

"Capital Renewal Reserve" means moneys set aside by an applicant for the specific purpose of replacing major public school facility systems with projected life cycles such as roofs, interior finishes, electrical systems and heating, ventilating, and air conditioning systems.

At a minimum, each qualifying grantee must commit to establishing a capital renewal fund and contributing \$100.00 per pupil annually for purposes of maintaining the fund, starting the fiscal year after construction is complete. October 1 FTE pupil counts, from the facilities that were impacted by the BEST Grant, should be used to calculate the annual contribution. Grantees may contribute more if they so choose.

[Click here to review the Capital Construction Assistance Board's policy regarding maintaining a capital renewal reserve \(PDF\)](#).

SAMPLE

Required Signatures

Please read and Agree at the bottom of this page.

It is important to note that a fully completed and signed application must be received by CDE by the due date and time. Please ensure you allow sufficient time to collect the required signatures. Late applications will not be accepted. Scanned or photocopied signature pages are acceptable, but must be submitted in hard copy with the full final application. The printed signature page will not become available until the application is locked for final printing.

School District

If the application is from a school district, it must be **signed by**:

- The preparer of the application;
- The school district superintendent;
- A school district board officer;

Charter School

If the application is from a charter school, it must be **signed by**:

- The preparer of the application;
- The charter school director;
- A charter school board officer;
- A representative of the authorizing school district;

Institute Charter School

If the application is from an Institute Charter School, it must be **signed by**:

- The preparer of the application;
- The charter school director;
- A charter school board officer;
- A representative of the Charter School Institute;

BOCES

If the application is from a BOCES, it must be **signed by**:

- The preparer of the application;
- The BOCES director;
- A BOCES board officer;

Colorado School for Deaf & Blind

If the application is from the Colorado School for Deaf & Blind, it must be **signed by**:

- The preparer of the application;
- The Colorado School for Deaf & Blind director;
- A Colorado School for Deaf & Blind board officer;

Print 2 completed copies of this application - One for your records and one for submitting to CDE with signatures.

SAMPLE

Provisions for Charter Schools

Please read and Agree at the bottom of this page.

A charter school that chooses to apply for financial assistance must apply directly to the board. A charter school shall notify its authorizer if the charter school applies for financial assistance. The authorizer for an applying charter school may submit a letter to the board stating its position on the application pursuant to 22-43.7-109(3) C.R.S.

Per the above statute, financial assistance awarded to a charter school as a matching cash grant shall be provided to the authorizer, which shall distribute all financial assistance received as a grant to the charter school and may not retain any portion of such moneys for any purpose.

A representative of the authorizing school district or Charter School Institute must sign the application acknowledging notification of the charter school's application for financial assistance.

SAMPLE

I. Facility Profile

If the grant application is for more than one facility, enter each facility name, the physical address and then mark "Other" for Facility Type and enter "multiple facilities" for the explanation.

Facility Info

* Facility Name(s):

* Facility Address(es):

*Facility Type

What is included in the affected facility?

(check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Districtwide | <input type="checkbox"/> Junior High | <input type="checkbox"/> Pre-School |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Vocational/Agricultural | <input type="checkbox"/> Middle School |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Media Center | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Library | <input type="checkbox"/> Auditorium | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Multi-purpose room |
| <input type="checkbox"/> Learning Center | | |
| <input type="checkbox"/> Senior High School | | |

Other: please explain:

*Facility Ownership

Who is the facility owned by?

We are referring to "owned" in this case as not having any debt, loans or liens on the facility. If the facility is currently leased or financed select either "3rd party" or, if the applicant is leasing or financing from their district, select "School District". [pop up with eligibility information from the instructions page "Pursuant to..."]

- School District
- Charter School
- BOCES
- Colorado School for the Deaf and Blind
- 3rd Party - Please explain the ownership structure, including right to own and make improvements:

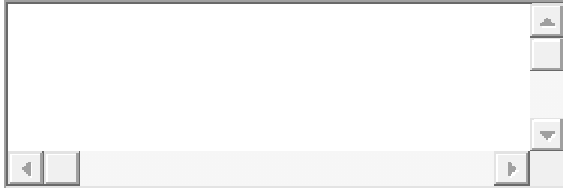
If the applicant is a Charter School, Institute Charter School, BOCES or Colorado School for the Deaf and Blind, what happens to the facility if applicant relocates or ceases to exist?

(If applicant is a school district, type "N/A")

***Facility Condition**

Describe the condition of the public school facility at the time it was purchased or constructed and, if the facility was not new or was not adequate as a public school facility, at that time, provide the rationale for purchasing the facility or constructing it in the manner in which you did.

***Describe the general history of capital improvements made to the facility by the district / charter school in order to make it suitable for students. Include a list of all capital projects undertaken in the affected facility within the last three years.**



***Facility Master Plan Status**

Has a Facility Master Plan been completed?

(Check one or more of the following)

- A Facility Master Plan has been Completed

If you have completed a Facility Master Plan, please submit a copy with your application, unless it was submitted previously.

- Copy attached

- Copy submitted previously

- A Facility Master Plan is underway, but not yet completed

- A Facility Master Plan has not been completed

SAMPLE

II. Integrated Program Plan Data

Project Type

*Project Type

Select all that apply:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Fire Alarm /
Sprinkler | <input type="checkbox"/> Roof | <input type="checkbox"/> Water Systems |
| <input type="checkbox"/> Asbestos
Abatement | <input type="checkbox"/> Handicapped
Accessibility ADA | <input type="checkbox"/> School
Replacement | <input type="checkbox"/> Window
Replacement |
| <input type="checkbox"/> Boiler
Replacement | <input type="checkbox"/> HVAC | <input type="checkbox"/> Security | <input type="checkbox"/> New School |
| <input type="checkbox"/> Electrical
Upgrade | <input type="checkbox"/> Lighting | <input type="checkbox"/> Site Work | <input type="checkbox"/> Land Purchase |
| <input type="checkbox"/> Energy Savings | <input type="checkbox"/> Renovation | <input type="checkbox"/> Technology | |

Other: please explain:

* Has this project previously been applied for and not awarded?

Yes

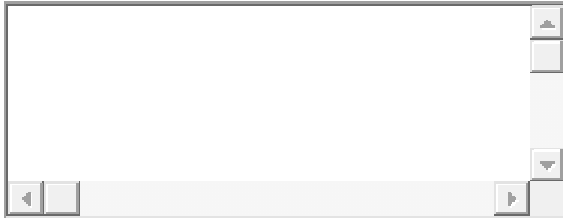
No

If "yes", what was the stated reason for the non-award?

*General Background Information

Please provide *general background information* about your district or school, academics, educational programming, and information about the affected facilities, maintenance programs, past capital construction projects etc. Please avoid detailing current deficiencies in this section.

(Max 4000 characters including spaces.)

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***Project Description**

Deficiency

In the deficiency section describe in detail the proposed project's existing conditions, deficiencies or issues that have caused you to pursue a BEST Grant. Specifically, provide a description of any relevant health, safety, security hazards, technology deficiencies, and/or overcrowding issues that need to be addressed.


(Minimum 250 characters including spaces.)

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***Solution**

In the solution section, describe in detail the solution being proposed to address the deficiencies listed above, and the due diligence taken in arriving at the proposed solution. Note any architectural, functional, technology, or construction standards used in determining to inform the proposed solution.

(Minimum 250 characters including spaces.)

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***Urgency**

In the urgency section, provide a timeframe for when the deficiency must be resolved before failure. Please explain what would happen if this project is not awarded.

(Minimum 250 characters including spaces.)

***Are the architectural, functional, technology, and construction standards that are to be applied to the capital construction project consistent with the Public School Facility Construction Guidelines established by the CCAB pursuant to section 22-43.7-107? [Please review the Public School Capital Construction Guidelines \(PDF\)](#) .**

Yes

No

If "no", please provide an explanation for the use of any standard that is not consistent with the guidelines

***Describe IN DETAIL the applicants plan for maintaining the capital construction project upon completion of the grant. This should include a capital renewal budget and maintenance plan demonstrating how the applicant will maximize the life of the project and how the applicant will budget the appropriate amount of funding to replace the project at the end of its useful life.**

(Minimum 250 characters including spaces.)

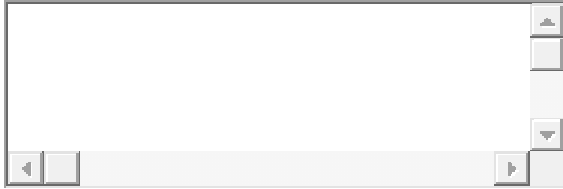
Adjacent Structures

***Would the condition of adjacent structures or areas surrounding the new project have adverse impacts on the new construction?**

Yes

No

If "yes", please give a detailed explanation, including a plan to eliminate the hazard.
(Example: An existing roof leak would cause damage to the new ceiling project.)



AHERA

** All areas to be renovated or demolished must be investigated for asbestos containing material (ACM) prior to submitting a grant application. If ACM exists, the costs to address the ACM must be included in this grant application. Supplemental requests for abatement costs will not be considered. This investigation should include, but not be limited to, reviewing the district's AHERA plan, contacting the district's asbestos management consultant, and discussing this with the consultants / vendors assisting with the planning for this project. CDPHE may be contacted for additional assistance.*

***Has the current AHERA plan been reviewed for this facility?**

Yes

No

***Has additional investigation beyond the AHERA report been completed?**

Yes

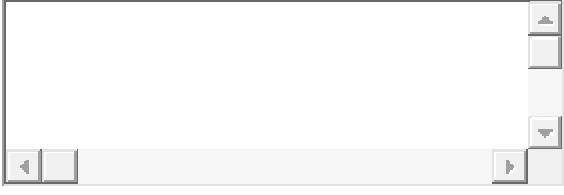
No

Note: If there is ACM, please include a breakdown of the current costs associated with the anticipated removal with your project budget.

Future Use or Disposition of Existing Public School Facilities

If the application is for financial assistance for **either** the construction of a new public school facility that will replace one or more existing public school facilities, **or** the reconstruction or expansion of an existing public school facility, **and** if the applicant will stop using an existing public school facility for its current use if it receives the grant:

***What is the applicant's plan for the future use or disposition of the existing public school facility and the estimated cost of implementing the plan? If not applicable, type N/A.**



SAMPLE

III. Detailed Project Cost Summary

You must enter a zero for all values that don't apply.

*Construction Type

New Construction

-or-

Renovation

Match Percentages

A. CDE Listed Minimum Adjusted Match Percentage:

48.00%

B. *Actual match on this request (If line "B" is less than line "A", submit a Waiver Application.)

47.99999

%

Waiver required.

Project Costs

C. *Project Costs (Must match total project costs from the applicants [detailed project budget](#) and all costs listed in section IV)

\$

200000

D. *Applicant Grant Request

\$

104000.02

E. *Applicant Match to this Project

\$

95999.98

F. Previous Grant Awards to this Project

\$

0

G. Previous Matches to this Project

\$

H. Future Grant Requests to this Project

\$

I. Future Matches to this Project

\$

J. Total All Phases

\$

Additional Information

Please provide the following additional information from your detailed project budget

K. *Where will the match come from? (i.e.: bond, general fund, capital reserve fund, utility cost savings contract, gifts, grants, donations, financing, or other)



If Bond, when will election be held?

L. If the applicant is using a form of financing or utility cost savings contract as a source of match, please describe the terms of the financing, the due diligence performed to arrive at the selected financing option and how the repayment terms fit into the applicant's overall budget.



M. *Project Area (Affected Square Feet)

N. *Gross Square Feet (pop up: "Provide the gross square footage of the affected facility or facilities only. For example, the total square footage of an individual building upon completion of a project, or the combined total square footage of all facilities involved in a districtwide or multi-school project.")

O. *Number of pupils in affected school(s) (From your Oct. 1 Pupil Count, not FTE)

P. *Cost Per Square Foot (Total Project Cost/Affected sq. ft.)

\$

Q. *Escalation % used in your budget

%

R. *Construction Contingency % used in your budget

%

S. *Owner Contingency % used in your budget

%

T. *Anticipated Start Date (Month/Year)

U. *Anticipated Completion Date (Month/Year)

V. *How did you arrive at the estimate for this project and who aided in the process?

W. **Project Management:* Who will be overseeing the project? What are their responsibilities / qualifications, and any other information pertinent to managing the project?

An empty rectangular text box with a light gray border. On the right side, there are three small square buttons stacked vertically. On the bottom side, there are two small square buttons on the left and one on the right, all with a light gray background.

Other funding options

X. **What options outside of the BEST grant has the applicant investigated to address the school's facility needs? Please include any options that resulted in funds to more effectively leverage the applicant's ability to contribute financial assistance to this project.*

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Annual budgeting

Y. **Please describe how you budget annually to address the facility's capital outlay, including a dollar amount expressed in dollars per FTE for the prior fiscal year. (Capital outlay for this purpose could include any funds used to purchase a fixed building asset or extend its useful life, according to your organization's accounting practices.) Please specify whether this represents the specific affected facility, or is a districtwide figure.*

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Current utility costs

Z. *If relevant to your project, what are your current annualized utility costs, including electricity, natural gas, propane, water, sewer, waste removal, telecommunications, internet, or other monthly billed utility services, and what amount of reduction in such costs do you expect to result from this project? (Type NA if not applicable)*

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IV. Sample Contract for Awarded Projects

All awarded projects will be required to sign a contract similar to the one shown below:

- [Sample Contract for BEST Cash Grant Projects \(PDF\)](#)
- [Sample Contract for BEST Lease-Purchase Projects \(PDF\)](#)

By clicking "Agree" you are agreeing to the requirements listed in the contracts and understand they are a condition of your grant award.

SAMPLE

V. Check-List for a Complete Grant Application

* Check each box to confirm that you have read each item and will include the required information with your grant application submission.

In order for the submitted grant application to be considered complete, the following must be included in the grant application or the application **may not be accepted**. Hard copies are required unless stated otherwise.

- CC-03 Grant Application with signatures
- [Detailed Project Budget](#), using provided format
- [Electronic Photos](#) submitted via Syncplicity
- [Waiver Application](#) if not providing the minimum applicant match
- Submittal requirements based on project scope (electronic copies submitted via Syncplicity)

SAMPLE

VI. Applicant Approval and Signature

- If applicant is a **school district**, signatures must include:
 - The person who prepared the application;
 - The school district superintendent;
 - A school district board officer.
- If applicant is a **charter school**, signatures must include:
 - The person who prepared the application;
 - The charter school director;
 - A charter school board officer;
 - A representative of the authorizing school district.
- If applicant is an **institute charter school**, signatures must include:
 - The person who prepared the application;
 - The charter school director;
 - A charter school board officer;
 - A representative of the Charter School Institute.
- If the applicant is a **BOCES**, signatures must include:
 - The person who prepared the application;
 - The BOCES director;
 - A BOCES board officer.
- If applicant is the **Colorado School for the Deaf and Blind**, signatures must include:
 - The person who prepared the application;
 - The CSDB director;
 - A CSDB board officer.

By signing below:

- The applicant declares that they have read and will comply with Section IV. Sample Contracts for Awarded Projects of this application. Additionally, as of the date of the signature below, the applicant will incorporate these Sample Contracts for Awarded Projects into this grant application and associated project if a grant is awarded for the project.
- The applicant certifies the accuracy of information submitted in the grant application.
- The applicant certifies that all items in Section V. Check-List for a Complete Grant Application are complete and enclosed with the grant application with signatures. The applicant acknowledges that they understand that incomplete applications and/or late submissions will not be considered for grant funding.

Approval Signatures

Applicant Name:

Sample Charter School

County:

Washington

Project Name:

HS Boiler Replacement

*** Prepared By:**

*** Prepared By - Organization (if other than school district):**

*** Prepared By - Phone Number:**

*** Prepared By - E-mail Address:**

*** School District Superintendent, Charter School Director, BOCES Director, or Colorado School for the Deaf and Blind Director's name and title**

*** School District Board, or Charter School Board, or BOCES Board or Colorado School for the Deaf and Blind Board, Board Officer name and title**

***Charter Schools Only:* Authorizing School District or Charter School Institute representative name and title**

SAMPLE

SAMPLE