



# Instructions for Completing the Capital Construction Assistance Online Grant Application

## Grant Submission

The complete electronic grant application, including all supporting materials, must be submitted in GAINS before 4pm on Friday, February 5, 2024.

All application sections must be complete in order to change status to Draft Completed and request authorization by the LEA Fiscal and Authorized Representatives for grant submission. To check for errors or incomplete work, use the "Validation" column to review messages.

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

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## Check-List for a Complete Grant Application:

A complete grant application will include the online grant application as well as electronically submitted supporting materials. In order for the submitted grant application to be considered complete, the following must be included, or the application **may not be accepted**. Be sure to answer all application questions. The BEST grant is a competitive grant, incomplete responses may be scored accordingly.

- CC-03 online grant application in GAINS

### Electronic Submittals (Submit via upload by due date):

- [Photos](#) as described above
- All applicable supporting documentation outlined on the *Submittal Requirements Based on Project Scope* page of the application
- [Detailed project budget](#) using provided format
- [Waiver application](#) if not providing the minimum applicant match

# i. Submittal Requirements Based on Project Scope

*Please read and Agree at the bottom of this page.*

Each grant application should include backup 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 (word docs or pdfs). These backup documents are to be uploaded for staff review. A brief summary of diligence undertaken should be provided in the appropriate grant application sections.

## **School replacement, major renovation and/or addition projects**

- facilities master plan (if completed)
- engineering reports or assessments of existing facility (as relevant)
- drawings or diagrams of proposed project – include existing and new
- detailed schedule
- space requirements, program plan, and/or ed specs (with classroom utilization rate if available)
- detailed cost estimate prepared by a general contractor familiar with identified scope

## **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 \(DOC\)](#)
- [Diagrams indicating modifications to floor plan \(if applicable\)](#)
- 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

## Career and Technical Education Projects

- equipment list with quantities, locations, and program purpose; including required safety equipment
- CTE program plan, including key targeted industries and instructional space requirements
- verification that necessary infrastructure exists to support equipment additions, or inclusion of infrastructure in scope
- 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

## Supplemental Grant Requests (requests for additional funding to complete a previously awarded grant)

- itemized list of value engineering and/or cost reduction effort made to bring project into budget prior to requesting additional funds. Identify any items to be added back into project if awarded.
- comparative budget showing original grant detailed budget relative to current proposed total detailed budget with analysis of difference
- if unprecedented escalation is claimed, escalation calculations with supporting material price comparison backup and/or third party price index data identifying the actual escalation experienced from time of original submission to supplemental grant submission. The percentage of escalation identified in the original budget must be deducted from escalation claims.
- if critical scope was removed from the project to meet the original budget, itemized cost of scope to be reintroduced if supplemental grant is awarded.
- program plan submitted with original application and current proposed program plan for the project, side-by-side and including the delta between each
- detailed project schedule showing schedule/time impact of added funds

## When applicable:

- engineering reports
- plans or specifications of proposed project if plan changes are included in scope

- current professional cost estimates
- facility assessments (other than the CDE Assessment)
- non-compliance letter(s) from authority having jurisdiction
- letters of support addressed to the CCAB
- any other supporting documentation deemed relevant by the applicant

SAMPLE ONLY

## ii. Project Expense Reimbursement Disclosure

*Please select an option at the bottom of this page.*

**Please note, this has recently changed to align with State Controller Policy.**

By submitting an Application, the Grantee agrees that Project Expenses incurred prior to the Effective Date of an executed Grant Agreement are not eligible for grant funding. In the event an applicant chooses to start work prior to the Effective Date of an executed Grant Agreement, the applicant incurs all risks and assumes all costs associated with proceeding without a grant agreement or award, including non-award, non-funding, ineligible costs, or other unforeseen issues that may prevent payment of such expenses. In the event that the Department of Education is unable to execute a Grant Agreement due to funding, non-award, or other issues, the Grantee shall not seek reimbursement from the Department for any Project Expenses.

The anticipated effective date of a Grant Agreement, if awarded, is typically around the first week of July in the year of application, with the exception of bond contingent projects and backup projects (those which may advance only if another project fails to secure its match by a deadline prescribed by the CCAB). Agreements for bond contingent and backup grants are typically executed shortly after election day.

### *Conditional Award Letter*

In order to accommodate those exceptionally urgent projects with project expenses incurred prior to the typical Effective Date of early July, BEST may issue a Conditional Award Letter shortly after receipt of this application, which may allow for those expenses incurred following the Effective Date of the Conditional Award Letter but prior to the Effective Date of a formal Grant Agreement to be considered eligible for reimbursement in the event the grant is awarded. This alternative voucher would outline parameters for reimbursement conditional upon award of a grant, and subject to the terms of the final awarded grant agreement. These expenses may be limited to no more than 20% of the total project cost identified in the grant award.

*In no such case will expenses incurred for services performed prior to the execution date of either a Grant Agreement or a Conditional Award Letter be eligible for reimbursement.*

**I agree to the statement and conditions above**

### iii. 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, complications, 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. Projects awarded as Lease/Purchase grants will be subject to financing due diligence. Failure to complete due diligence for collateral property to the satisfaction of the State Treasurer and Trustee by a deadline prescribed may jeopardize grant funding.

SAMPLE ONLY

## iv. 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 of match percentage if it determines:

- That the waiver or reduction would significantly enhance educational opportunity and quality within a School District, Board of Cooperative Educational 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 Educational 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 ONLY



## v. 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.

Dollar threshold guidelines in alignment with State of Colorado Office of the State Architect policy:

- Professional Services fees estimated to be less than or equal to \$25,000 are considered discretionary and do not require a competitive bid or a Request for Qualification.
- For fees estimated to be between \$25,000 and \$100,000 grantee must contact at least three (3) firms and select the most qualified. Public notification (advertising) is not required.
- Fees estimated to be greater than \$100,000 require both a public notification (advertising) and a Request for Qualification to contact at least three (3) firms. Minimum solicitation time is fifteen (15) business days and may include publication by electronic access or in a newspaper of general circulation.

\*If grantee desires the option to carry forward an agreement beyond the scope solicited in a single category above (i.e. a master planning with the option to continue to design phase work), the project team must use the appropriate solicitation process based on estimated combined dollar values. Alternatively, the grantee may advertise separate Request for Qualifications for Bids for additional phases of work.

### **RFQ Process:**

- **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 regarding conformance with grant criteria. CDE does not provide legal advice.
- 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 school 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, in the procurement question of Section III of the application.**

## vi. The High Performance Certification Program (HPCP)

*Please read and Agree at the bottom of this page.*

Pursuant to C.R.S. 24-30-1305.5:

all new facilities, additions, and renovation projects that meet the following applicability criteria must conform with the High Performance Certification Program (HPCP) policy adopted by the Office of the State Architect (OSA) if:

- The project receives 25% or more of state funds, and
- The new facility, addition, or renovation project contains 5,000 or more building square feet, and
- The building includes a heating, ventilation, and air conditioning (HVAC) system, and
- In the case of a renovation project, the cost of the renovation exceeds 25% of the current value of the property.

The High Performance Certification Program requires projects to receive third-party verification. The High Performance Certification Program goal is for applicable projects to attain certification through either the United States Green Building Council, Leadership in Energy and Environmental Design (LEED) rating system (with a target of LEED–Gold), the Green Building Initiative, Green Globes rating system (with a target of Three Globes) 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. A modification to the target certification goal may be granted by the Colorado Department of Education. In instances where achievement of the certification goal is not feasible, an applicant may request a modification of the High Performance Certification Program target or a waiver if certain conditions exist.

Please contact your Regional Program Manager to learn more or if there is any uncertainty about conforming with HPCP requirements.

### **Additional information:**

- 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 regardless of HPCP targets, high performance design, scope, and cost must be considered in all grant applications.
- Costs to meet the HPCP target that exceed 5% of the total project costs will be required to be reviewed and approved, in writing, by the appropriate Regional Program Manager.
- If HPCP qualifying project cannot achieve an HPCP certification target 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 project has been consistent with the high performance standard certification program.

Please contact the Regional Program Manager if there is uncertainty about conforming with the HPCP, or to request a modification or waiver.

Checklist forms are available on the OSA website [here](#).

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## vii. 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 1.5% of per pupil base funding 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.

A "major renovation" for purposes of the capital renewal requirement is considered any renovation with a cost that exceeds twenty-five percent of the value of the building

**Applicants who have previously received a BEST grant for a new construction or major renovation project will be asked to demonstrate the establishment and maintenance of such a fund for previously awarded projects as a factor for consideration in approval of this application.**

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

## ix. 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.**

Ownership:

The Capital Construction Assistance Board may only provide financial assistance to an applicant that owns or will have the right to own the public school facility. § 22-43.7-109(1)(a), C.R.S.

ISSUE: Whether a charter school that formed a separate third-party building corporation to hold title to a public school facility can meet the ownership requirement of 22-43.7-109(1)(a), C.R.S.?

Generally, the charter school owns the facility when each of the four factors below are squarely met:

Factor 1: The building corporation was formed for the sole purpose of holding title to the property and holds title to the property;

Factor 2: The charter school directly controls at least a majority of appointments to the governing board of the building corporation;

Factor 3: The corporate purposes of the building corporation are restricted so that the building corporation cannot interfere with the charter school's full use and enjoyment of the facility; and

Factor 4: Upon dissolution of the building corporation, its assets revert to the charter school or its authorizer.

To ensure alignment with this eligibility requirement, it will be asked of all charters to provide their Bylaws and Articles of Incorporation for both the school and building corporation, as applicable. These will be reviewed by our counsel for compliance prior to award.

## x. Additional Notices

**Historical Significance:** BEST may be required to request a Determination of Historical Significance for any facility greater than 50 years old. In the event of a determination of significance, History Colorado may contact the applicant regarding options for preservation. For facilities found to be of historic significance, CDE will then request a determination of effect on historic properties based on the proposed scope of work. If the project may have an adverse effect on a historically significant facility, the CCAB may take this into consideration for grant award, and an applicant may be required to consult with History Colorado regarding proper documentation for historic record. If a project may have an adverse effect on a property listed on a historic register, further consultation will be required.

**Ineligible Expenses:** BEST grant funding is limited by statute and policy to capital construction expenses. It should be anticipated that regardless of budget materials submitted with a grant application, some expenses may not be eligible, include bond support, startup costs, supplies, instructional materials, operations & maintenance, etc., as well as expenses incurred prior to the award of a grant or certain expenses after the occupancy of a facility for its intended purpose. For more detailed description of eligible expenses, please review the Resources page of the Capital Construction website, including the Grantee Guide, FF&E guidelines, and FAQ.

### 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.*
- **If the Actual Match on this request is less than 75%:**
  - *This project may need to comply with Colorado's "High Performance Certification Program", pursuant to 24-30-1301 and 24-30-1305 C.R.S. Please call your Regional Program Manager for additional information.*

# I. Facility Profile

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

## Facility Info

A. \* Facility Name(s) and School Code(s):

## \*Facility Type

B. 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"/> Career and Technical Education | <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

C. 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:

**D. 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? [link back to Provisions for Charter Schools]**

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

**\*Facility Condition**

**E. 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.**

**F. \*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.**

## Historical Capital Budgeting

**G. \*Please describe how you historically have budgeted annually to address capital outlay or otherwise contributed toward the capital needs of your facilities. (*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 the figure provided in your response represents the specific affected facility, or is a districtwide figure.**

**Note:** Previous recipients of BEST new construction or major renovation grants must also demonstrate ongoing compliance with [Capital Renewal Reserve](#) requirements, per 22-43.7-109(4)(d) CRS, in effect for the previously awarded facility. If you are a previous recipient of a new construction or major renovation grant, please describe the maintenance and use of Capital Renewal Reserve funds.



## \*Facility Master Plan Status

**H. 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 submitted with this application

Copy submitted previously

A Facility Master Plan is underway, but not yet completed

A Facility Master Plan has not been completed

## II. Integrated Program Plan Data

### Project Type

#### A. \*Project Type

Select all that apply:

- Addition
  - Fire Alarm / Sprinkler
  - Roof
  - Water Systems
  - Asbestos Abatement
  - Handicapped Accessibility ADA
  - School Replacement
  - Window Replacement
  - Boiler Replacement
  - HVAC
  - Security
  - New School
  - Electrical Upgrade
  - Lighting
  - Site Work
  - Land Purchase
  - Energy Savings
  - Renovation
  - Technology
  - Career and Technical Education\*\*
- Replacement of prohibited American Indian Mascot per CRS 22-1-133[] Supplemental Request to previously approved grant\*\*\*
- Other: please explain:
- 

\*\*If this project is for the new construction or retrofitting of facilities for career and technical education programs, please identify the professional field(s) concerned.

⏪⏩

\*\*\*If this project is a supplemental request for a previously awarded BEST grant, please describe briefly what unforeseen circumstances have necessitated this request.

⏪⏩

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

Yes

No

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



C. \*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 2000 characters including spaces.)



**Priorities of the BEST Grant:**

**BEST grants are prioritized in descending order of importance, based on the following criteria per BEST Rule 1 CCR 303-3, 6.2:**

- 1) Projects that will address safety hazards or health concerns at existing Public School Facilities, including concerns relating to Public School Facility security, and projects that are designed to incorporate technology into the educational environment
  - In prioritizing an Application for a Public School Facility renovation project that will address safety hazards or health concerns, the Board shall consider the condition of the entire Public School Facility for which the project is proposed and determine whether it would be more fiscally prudent to replace the entire facility than to provide Financial Assistance for the renovation project.

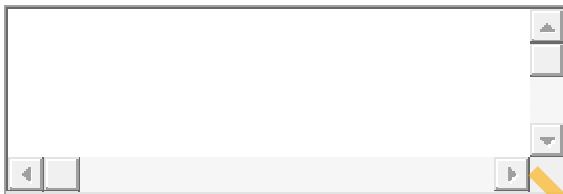
- 2) Projects that will relieve overcrowding in Public School Facilities, including but not limited to projects that will allow students to move from temporary instructional facilities into permanent facilities
- 3) Projects that will provide career and technical education capital construction in public school facilities
- 4) Projects that assist public schools to replace prohibited American Indian mascots as required by section 22-1-133
- 5) All other projects

**\*Project Description**

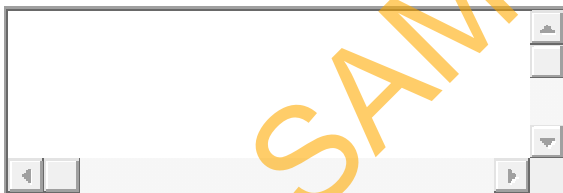
Deficiency

**D. 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 issues in light of the statutory priorities of the BEST grant stated above**

(Maximum 12,000 characters including spaces.)

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**E. Describe the investigation and diligence that has been undertaken to identify the stated deficiencies.** (Maximum 4000 characters including spaces)

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\*Solution

**F. In the solution section, describe in detail how the solution being proposed efficiently and effectively addresses the specific deficiencies listed above. Describe the scope of work proposed to be completed with this BEST grant.**

(Maximum 12,000 characters including spaces.)

**G. Describe the planning and diligence that has been undertaken to prepare the proposed solution, noting any architectural, functional, infrastructure, site analysis, technology, or construction standards used, and efforts to ensure the solution is the most efficient and effective use of state and local resources.(Maximum 4000 characters including spaces)**

**\*Urgency**

**H. 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.**

(Maximum 4,000 characters including spaces.)

**I. \*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**

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**Future Plan for Maintenance of Proposed Project**

**J. \*Describe IN DETAIL the applicants plan for maintaining the proposed capital construction project upon completion of the project described in this grant request. 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. Note any intended warranties for major building systems or new construction proposed.**

(Maximum 4,000 characters including spaces.)

**Adjacent Structures**

**L. \*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.*

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

Yes

No

**N. \*Has additional investigation beyond the AHERA report been completed?**

Yes

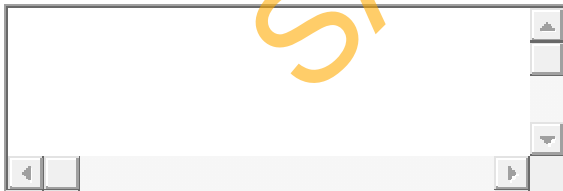
No

**Note:** If there is ACM, please include a breakdown of the current costs associated with the anticipated removal, required air monitoring, and CDPHE approved disposal of ACM materials 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.

**O. \*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.**





# III. Detailed Project Cost Summary

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

## Match Percentages

A. CDE Listed Minimum Adjusted Match Percentage:

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

%

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)

\$

D. \*Applicant Grant Request

\$

E. \*Applicant Match to this Project

\$

F. Previous Grant Awards to this Project [pop-up note if this is supplemental request...]

\$

G. Previous Matches to this Project [pop-up note if this is supplemental request...]

\$

J. Total All Phases

\$

SAMPLE ONLY

**Additional Information**

Please provide the following additional information from your detailed project budget

K. \*Where will the match come from?

Note: Matching funds must be secured prior to execution of the grant agreement. Failure to secure matching funds by a deadline prescribed by the board may result in forfeit of an awarded grant.

Select all that apply:

- Bond
- General Fund
- Capital Reserve
- Utility Cost Savings Contract
- Gifts/Grants/Donations
- Financing
- Other

Describe if 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) (pop up: "Provide the square footage of the affected area of the facility only. For example, the area of work for a small renovation, the completed school for a new school replacement, or the entire existing building for a full-building fire alarm upgrade. Affected area is used to calculate cost/sf of the project")

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. Gross Square Feet is used to calculate the sf/pupil of the facility, a measure of program efficiency”

O. \*Number of pupils in affected school(s) (*From your Oct. 1 Pupil Count*)

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

\$

Q. \*Escalation % identified in your project budget

%

R. \*Construction Contingency % identified in your project budget

%

S. \*Owner Contingency % identified in your project budget

%

T. \*Anticipated Start Date (*Month/Year*)

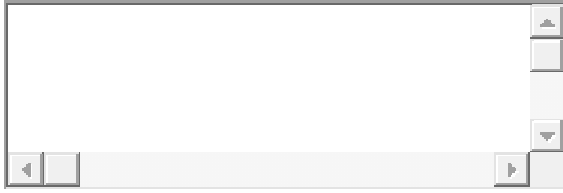
*Note: See ii. Project Expense Reimbursement Disclosure regarding limitations for expenses incurred prior to the date of executed grant agreement.*

U. \*Anticipated Completion Date (*Month/Year*)

*Note: BEST Cash grants have a 3 year appropriation. Cash grant funded projects must be complete prior to **June 30, 2027***

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?



**Procurement**

X. Per the Consultant/Vendor Selection Guidelines, CDE encourages the open competitive selection of vendors and has established dollar thresholds to better direct a process for appropriate procurement. What is your proposed process to procure the primary consultants, vendors, and contractors for this project, if awarded?



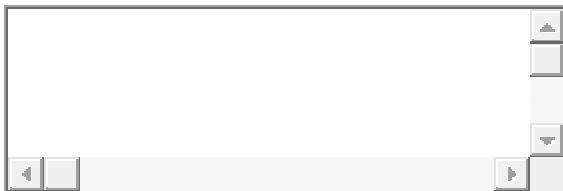
**Other funding options**

Y. *\*What state or local resources, or community partnerships outside of the BEST grant has the applicant pursued or secured 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, directly or indirectly.*



**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)



## 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 confirming you have read and agree to the requirements listed in the contracts and understand they are a condition of your grant award.

SAMPLE ONLY

# 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.

A complete grant application will include the online grant application as well as electronically submitted supporting materials. In order for the submitted grant application to be considered complete, the following must be included or the application **may not be accepted**.

- [Photos](#)
  - Please include an electronic copy of photos with the application. The photos should be high-resolution and in the PowerPoint slides template provided here. Paper copies, Word documents, PDF, or any other file types are not acceptable formats. Descriptive captions are encouraged. Please keep file names concise but descriptive, no more than 20 characters. Photos for all applications, regardless of scope, should include:
    - A photo of the front elevation of each affected facility;
    - A current and proposed site plan, and/or pertinent drawings of the proposed solution, if available (strongly recommended for replacement schools and major renovations);
    - Up to ten additional images or slides specific to the project, showing context, conditions, or other relevant visuals
- All Supporting Documentation outlined on the *Submittal Requirements Based on Project Scope* page of the application
- [Detailed project budget](#) using provided format
- [Waiver application](#) if not providing the minimum applicant match

# VI. Applicant Approval and Signature

## By submitting and authorizing this application:

- 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 the terms of 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, having reviewed and received a complete copy of all application documents submitted.
- The applicant certifies that all items in Section V. Check-List for a Complete Grant Application are complete and included with the grant application. The applicant acknowledges that they understand that incomplete applications and/or late submissions will not be considered for grant funding.
- Applicant attests under penalty of perjury that the statements below are true:
  - If applicant is a **school district**:
    - The school district superintendent is aware and agrees with the information being submitted.
    - A school district board officer is aware and agrees with the information being submitted.
  - If applicant is a **charter school**:
    - The charter school director is aware and agrees with the information being submitted.
    - A charter school board officer is aware and agrees with the information being submitted.
    - The authorizing school district is aware of the information being submitted.
  - If applicant is an **institute charter school**:
    - The charter school director is aware and agrees with the information being submitted.
    - A charter school board officer is aware and agrees with the information being submitted.
    - The Charter School Institute is aware of the information being submitted.
  - If the applicant is a **BOCES**:
    - The BOCES director is aware and agrees with the information being submitted.
    - A BOCES board officer is aware and agrees with the information being submitted.
  - If applicant is the **Colorado School for the Deaf and Blind**:
    - The CSDB director is aware and agrees with the information being submitted.
    - A CSDB board officer is aware and agrees with the information being submitted.

**Applicant Name:**

Sample Charter School

**County:**

Washington

**Project Name:**

HS Boiler Replacement

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**Instructions: Enter contacts below for approving parties**

* Prepared By Name	* Prepared By Organization	* Prepared By Email Address
* Administrator Name - School District Superintendent, Charter School Director, BOCES Director, or Colorado School for the Deaf and Blind Director's	* Administrator's Title	Administrator's Email Address
* Board Representative Name - School District Board, or Charter School Board, or BOCES Board or Colorado School for the Deaf and Blind Board, Board Officer	* Board Representative's Title	Board Representative Email Address
<i>Authorizer (Charter School Only)</i> – Authorizer has been notified of the charter's application and the option to submit a letter to the board stating its position on the application - Authorizing School District or Charter School Institute representative name	Authorizer (Charter Schools Only) Title	Authorizer (Charter School Only) Email Address

SAMPLE ONLY