



Capital Construction Assistance Online Grant Application Tool

- [Return to Capital Construction Assistance Online Grant Application Process Steps Page](#)

PLEASE READ THOROUGHLY before logging in.

To obtain a user name and password, call Ashley Moretti at 303-866-2153. Requests **MUST** be by phone and from the district or charter school personnel. Due to security reasons, emailing of user names and passwords is not permitted.

Instructions:

Grant Submission - Print one completed application for your records and one for submitting to CDE with signatures.

- **Do not:** bind the application in a 3-ring binder, report folder, or book.
- **Do not:** staple any of the pages. Dividers/tabs are acceptable, but not necessary.
- **Do not:** send the pages loose, but bind the application with a paper clip, binder clip or rubber band. If the application is too large to bind with a large binder clip, then separate into sections that fit a large binder clip and number the sections for order.

A hard copy grant application with original signatures must be received at **1580 Logan St. Suite 310, Denver CO 80203**, before 4 pm on February 23, 2018.

- 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:
 - **You will need to submit a Waiver Application along with this application.** (See Instructions on Page 2.)
- If the Actual Match on this request is less than 75%:
 - **This project might 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.

Photos: Please include an electronic copy (emailed zip file, CD, flash drive, etc.) of your photos with the application. The photos should be hi-resolution and in a JPEG, GIF, PNG, or TIFF format only. Paper copies, word documents, PDF's or PowerPoint's 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, or drawing of the proposed solution if available;
- Up to ten additional photos specific to the project.

Supporting Material - The original submitted grant application must include all the supporting items on the check-list below for a complete grant application or the application may not be accepted for consideration.

CHECK-LIST FOR A COMPLETE GRANT APPLICATION

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 original signatures
- Detailed project budget, using provided format
- Electronic photos
- Waiver application if not providing the minimum applicant match
- Submittal requirements based on project scope (electronic copies preferred)

Please log in:

Username:
Passcode:



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Capital Construction Assistance Online Grant Application Tool

This utility will allow you to Create, Edit and Print your Capital Construction Assistance Grant Applications (Form CC-03).

Currently Saved Application(s)			
Project Title	Cycle	Last Updated	Options
WMT Test	FY2016-17	12/14/2015	[View / Edit]
WMT Test 2	FY2016-17	12/14/2015	[View / Edit]

Create A New Application

Project Title:

SAMPLE

Capital Construction Assistance Grant Application (Form CC-03)

- **Step 1:** Fill out each Application section completely. (A green check will appear next to completed sections.)
- **Step 2:** Once all sections are complete, **Click submit to print completed application for submission with the signature page.** Once printed have it signed, and deliver it with all supporting material to **1580 Logan St. Suite 310, Denver CO 80203, before 4 p.m. on February 23, 2018.**

Application Sections	Options	Status
-- Submittal Requirements Based on Project Scope	[Read Section]	✓
-- Project Expense Reimbursement Disclosure	[Read Section]	✓
-- Lease Purchase Project Notice	[Read Section]	✓
-- Waiver Application Guidelines	[Read Section]	✓
-- Competitive Selection Process for Vendors	[Read Section]	✓
-- The High Performance Certification Program (HPCP)	[Read Section]	✓
-- Capital Renewal Requirement	[Read Section]	✓
-- Required Signatures	[Read Section]	✓
-- Provisions for Charter Schools	[Read Section]	✓
I. Type of Financial Assistance & II. Applicant Basic Data	[Enter Information]	✓
III. Facility Profile	[Enter Information]	✓
IV. Integrated Program Plan Data	[Enter Information]	✓
V. Detailed Project Cost Summary	[Enter Information]	✓
VI. Sample Contract for Awarded Projects	[Read Section]	✓
VII. Check-List for a Complete Grant Application & VIII. Applicant Approval	[Enter Information]	✓

[>>> \[Print Completed Application for Submission \] <<<](#)

If you are having trouble removing a red ✖ click on the "Print Completed Application for Submission" link to be directed to a help screen which will indicate the areas which still need to be completed.

Submittal Requirements Based on Project Scope

Please read and Agree at the bottom of this page.

Each grant applicant packet should include due diligence items to support the deficiencies and solution identified within the application. Below is a list of typical project scopes and the associated items. 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](#)

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](#)
- 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 Grants

- 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
-

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 takes on 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

Please read and Agree at the bottom of this page

Major renovation and new construction projects may be selected for funding through Lease/Purchase financing at the discretion of the CCAB. 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 as determined by the type of financing utilized by the State Treasurer. If aware of any legal or title restrictions or liens on your 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 their minimum match is not reflective of 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.

When filling out a waiver application, be specific when addressing each question. 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 is not properly reflective of the conditions with the applicant. Please submit meeting minutes, award/non-award letters, official communications, budget documents or other relevant documentation to support the responses provided.

Waiver requests will be reviewed independent of 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.

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

School district, BOCES or CSDB applicants please click on the following link to access your waiver application:

<http://www.cde.state.co.us/cdefinance/ccasdwaiverapp>

Charter school applicants please click on the following link to access your waiver application: <http://www.cde.state.co.us/cdefinance/ccacs waiverapp>

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.

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 is required for the selection of various professionals where BEST funds will be requested:

- **Contact your BEST regional program manager 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 regional program manager for review and comment prior to posting/distributing the RFQ. Criteria for selection 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 shall keep records of the RFQ distribution.
- After reviewing the RFQ responses, the School Board/Selection Committee may conduct interviews.
 - The applicant shall notify the regional program manager when interviews are taking place and if requested the regional program manager will attend the interviews.
 - School Board/Selection Committee should use a rating system, and agreed-upon criteria to select a candidate.
- Provide a summary of the competitive process and summary rating sheet(s) prior to the award of the contract to the selected professional. Applicant should then provide feedback regarding the selection process to all applicants.
 - This summary to include the following:
 - Where the RFQ was advertised.
 - A copy of the final RFQ.
 - A written description of the selection process that includes a description of the results of the selection process (how many responses, how many interviews were conducted, how was selected vendor chosen, what questions were asked, etc.)
 - 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 regional program manager. Please provide copies of bid results and analysis to your regional program manager.
- 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: <http://www.cde.state.co.us/cdefinance/capconsttechnical>

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.

[TEXT BOX, NO MINIMUM CHARACTERS]

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 constitute at least twenty-five percent of the project cost conform to 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.

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 Division of Public School Capital Construction consultant review will be required.

If your project qualifies for the HPCP then your project is required to have a qualified sustainability consultant as part of your A&E team. Ensure your project budget has costs to cover this consultant.

In all cases high performance design, scope, and cost must be considered in all grant applications.

If you are unsure whether your project must conform to the HPCP, please contact your regional program manager.

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 contribute \$100.00 per pupil for purposes creating their annual capital renewal reserve fund. October 1 FTE pupil counts, from the facilities that were impacted by the BEST Grant, will be used to calculate the annual contribution required. The budgeted amount shall be transferred into the grantees capital renewal fund by the end of each fiscal year, starting the fiscal year after construction is complete. Grantees may contribute more if they so choose.

To review the Capital Construction Assistance Board's policy regarding maintaining a capital renewal reserve, click [here](#).

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 enough time to get the required signatures, late applications will not be accepted.

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;

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;

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;

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

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

If the application is from a **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 complete copies of this application - One for your records and one for submitting to CDE with signatures.

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 to acknowledge notification of the charter school's application for financial assistance.

SAMPLE

Click on "caution" icons (⚠) to read important instructions on sections that might cause problems with the processing of your application.

I. Type of Financial Assistance You Are Applying For:

(* Fields are required)

If a grant award results from this application the type of funding shall be determined by the Capital Construction Assistance Board and the State Board of Education.

Grant Cycle:	FY2017-18
* Has this project previously been applied for and not awarded?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If "yes", what was the stated reason for the non-award?
	<input type="text"/>

II. Applicant Basic Data:

1) Applicant:	TEST
2) County:	CCGA
3) * Project Title:	<i>Please put the school type (ES, MS, HS) and describe the project in 3-5 words. For example: "ES Boiler Replacement", or "HS Safety Upgrades"</i>
	<input type="text" value="WMT Test"/>

III. 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 & enter "multiple facilities" for the explanation.

(* Fields are required)

1) * Facility Name:	<input type="text"/>																					
2) * Facility Address(es):	<input type="text"/>																					
3) * Facility Type: (check all that apply)	<table><tr><td><input type="checkbox"/> Districtwide</td><td><input type="checkbox"/> Senior High School</td><td><input type="checkbox"/> Pre-School</td></tr><tr><td><input type="checkbox"/> Administration</td><td><input type="checkbox"/> Junior High</td><td><input type="checkbox"/> Middle School</td></tr><tr><td><input type="checkbox"/> Elementary</td><td><input type="checkbox"/> Vocational/Agricultural</td><td><input type="checkbox"/> Classroom</td></tr><tr><td><input type="checkbox"/> Library</td><td><input type="checkbox"/> Media Center</td><td><input type="checkbox"/> Cafeteria</td></tr><tr><td><input type="checkbox"/> Kitchen</td><td><input type="checkbox"/> Auditorium</td><td><input type="checkbox"/> Multi-purpose room</td></tr><tr><td><input type="checkbox"/> Learning Center ⚠</td><td><input type="checkbox"/> Kindergarten</td><td></td></tr><tr><td><input type="checkbox"/> Other Please Explain:</td><td colspan="2"><input type="text"/></td></tr></table>	<input type="checkbox"/> Districtwide	<input type="checkbox"/> Senior High School	<input type="checkbox"/> Pre-School	<input type="checkbox"/> Administration	<input type="checkbox"/> Junior High	<input type="checkbox"/> Middle School	<input type="checkbox"/> Elementary	<input type="checkbox"/> Vocational/Agricultural	<input type="checkbox"/> Classroom	<input type="checkbox"/> Library	<input type="checkbox"/> Media Center	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Multi-purpose room	<input type="checkbox"/> Learning Center ⚠	<input type="checkbox"/> Kindergarten		<input type="checkbox"/> Other Please Explain:	<input type="text"/>	
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<input type="checkbox"/> Learning Center ⚠	<input type="checkbox"/> Kindergarten																					
<input type="checkbox"/> Other Please Explain:	<input type="text"/>																					

4) * 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".

- 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 NA)

5) * 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.

6) * Facility Master Plan Status:
(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.

IV. Integrated Program Plan Data

(* Fields are required)

- 1) * Project Description (select all that apply):
- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Addition | <input type="checkbox"/> Handicapped Accessibility ADA | <input type="checkbox"/> Security |
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> HVAC | <input type="checkbox"/> Site Work |
| <input type="checkbox"/> Boiler Replacement | <input type="checkbox"/> Lighting | <input type="checkbox"/> Water Systems |
| <input type="checkbox"/> Electrical Upgrade | <input type="checkbox"/> Renovation | <input type="checkbox"/> Window Replacement |
| <input type="checkbox"/> Energy Savings | <input type="checkbox"/> Roof | <input type="checkbox"/> New School |
| <input type="checkbox"/> Fire Alarm / Sprinkler | <input type="checkbox"/> School Replacement | <input type="checkbox"/> Land Purchase |
| <input type="checkbox"/> Technology | | |
| <input type="checkbox"/> Other please explain: | <input type="text"/> | |

- 2) 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.**)

- 3) 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.**)

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

(**Minimum 250 characters including spaces.**)

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 [here](#)

Yes No (please see below)

Provide an explanation for the use of any standard that is not consistent with the guidelines:

Describe **IN DETAIL** the applicant's 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.)

4) * 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.)

5) * 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 of the identified ACM based on the additional investigation beyond the AHERA report.

SAMPLE

V. Detailed Project Cost Summary

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

Construction Type: New Construction -or- Renovation


A. CDE Listed Minimum Adjusted Match Percentage:	50%
B. Actual match on this request.  (If line B is less than line A submit a Waiver Application.)	<input type="text"/> %
C. Project Costs (must match total project costs from the applicants detailed project budget and all costs listed in section IV)	\$ <input type="text"/>
D. Applicant Grant Request	\$ <input type="text"/>
E. Applicant Match to this Project	\$ <input type="text"/>
F. Previous Grant Awards to this Project	\$ <input type="text"/>
G. Previous Matches to this Project	\$ <input type="text"/>
H. Future Grant Requests to this Project	\$ <input type="text"/>
I. Future Matches to this Project	\$ <input type="text"/>
J. Total All Phases	\$ <input type="text"/>

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): 	<input type="text"/>
N. Gross Square Feet:	<input type="text"/>
O. Number of pupils in affected school(s) (from your Oct. 1 Pupil Count, not FTE):	<input type="text"/>
P. Cost Per Square Foot	\$ <input type="text"/>

(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:

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.

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.

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? (or type NA if not applicable)

VI. 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](#)
- [Sample Contract for BEST Lease-Purchase Projects](#)

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

SAMPLE

VII. Check-List for a Complete Grant Application

(* Fields are required)

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

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 original signatures
- Detailed Project Budget
- Electronic Photos
- Waiver Application if not providing the minimum applicant match
- Submittal requirements based on project scope (electronic copies preferred)

VIII. Applicant Approval

- 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.
- If applicant is an **institute charter school**, signatures must include: The person who prepared the application; the charter school institute director; the charter school institute board officer.
- 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 VI. 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.

By signing below the applicant certifies the accuracy of information submitted in the grant application.

By signing below the applicant certifies that all items in Section VII. Check-List for a Complete Grant Application are complete and enclosed with the original grant application with the original signatures. The applicant acknowledges that they understand that incomplete applications and/or late submissions will not be considered for grant funding.

Applicant Name:	TEST
County:	CCGA
Project Name:	WMT Test
* Prepared By:	<input type="text"/>
Prepared By - Organization (if other than school district):	<input type="text"/>

* 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

By signing this BEST grant application you certifying that you support the scope and proposed project and agree to the provisions set forth in the:

1. Submittal requirements based on project scope
2. Project Expense Reimbursement Disclosure
3. Lease/Purchase Project Notice
4. Waiver application guidelines
5. Competitive selection process for vendors
6. The High Performance Certification Program
7. Capital Renewal Requirement
8. Required signatures
9. Provisions for Charter Schools

SAMPLE