



Division of Capital Construction

## **BEST Grantee Guide (Cash Grants)**

Congratulations on receiving a Building Excellent Schools Today cash grant. Before you get started with your project, we ask that you review the information provided in the following pages. Your grant agreement requires several pieces of documentation throughout your project, as well as a certain amount of communication and collaboration with your Regional Program Manager (Division Staff). Staying on top of the necessary documentation will assist you and Division Staff in assuring a successful project and timely payment of vendors. Below is a summary of grant administration requirements for your convenience.

### **Before you start**

Before embarking on the hiring of consultants and vendors, be sure to fully understand the scope of work identified in your awarded grant, the budget submitted, and the content of your grant agreement. The awarded grant amount is specifically and exclusively available for the scope of work identified in your grant application, up to the amount awarded. The scope of work may not be expanded due to cost savings, and cost overruns will be the responsibility of the grantee.

### **Contracts**

Your project will involve several contracts with vendors and consultants. The Division does not provide contract templates for consultant and vendor contracts. Instead, we recommend grantees utilize one of the standard format contracts regularly used by the industry (AIA, ConsensusDocs, DBIA, etc.) as the basis of construction contracts. Grantees should utilize the services of their legal counsel in drafting or modifying contract language agreeable to the grantee and in compliance with the provisions required by the grant agreements. We recommend that contracts incorporate by reference the grant agreement and RFQs used in the procurement of vendors in order to ensure these requirements are passed through to the vendors executing the work.

If you intend to use your own contracts, it is advisable to include them in your procurement documents. Your grant agreement requires certain specific minimum insurance coverages for worker's compensation, general liability, and automobile liability, and must include several provisions required by statute in regard to Colorado labor, etc. Grants exceeding \$50,000 must require performance and payment bonds of each contractor.

On the [Contracting for BEST Projects](#) page on our website, we have provided a checklist for review of vendor contracts, as well as a BEST Service Provider Contract Exhibit that may be referenced in your vendor contracts to assist with meeting those requirements. Be sure also to provide a copy of your contracts to Division staff for review and record.

## **Procurement**

Selecting consultants and vendors is a critical component to the success of any construction project. It is in everyone's best interest that the most qualified design professionals are procured in a transparent manner in order to give every project its highest opportunity for success and to demonstrate the appropriate stewardship of public resources.

The BEST Consultant/Contractor Selection Guidelines in the appendix offers a recommended procedure for the procurement of professional services. In the application for a BEST grant, applicants agree to strive toward a fair, transparent, competitive, and documented bid/selection process for all vendors. Alternative procurement methods are to be agreed upon prior to grant award.

In support of the recommended process described in the guidelines, Division Staff can provide additional tools, resources, and templates for all stages of procurement, including RFQ templates, scoring worksheets, sample decision memoranda, and sample interview invitations and questions.

Since procurement documents are unique to each vendor type and each project's parameters, we ask that you please work with Division staff for assistance with the preparation and distribution of procurement documents well in advance of their release.

## **Finalized Project Budget**

You provided a detailed budget in your grant application as a means to identify all included costs. As you begin a project, that information will need to be reformatted for use as a finalized project budget to track through the project for the required budget updates. Finalized Project budgets must include the following:

- 1) A column displaying the final Grant Application project budget with line items matching those submitted in the grant application.
- 2) A column displaying the budget as revised during the design stage.
- 3) A column displaying the final approved budget at the time of Guaranteed Maximum Price or Bid, following review with Division Staff.
- 4) An adjustment column displaying any changes from the final approved budget
- 5) All contingencies and allowances, identified separately, with all changes approved by Division staff in advance of cost commitment.

A project budget template may be provided on request. You may also utilize your own format or that of a consulting Owner's Representative if it includes the above items. A sample of an acceptable Finalized Project Budget is provided in the Appendix, and reproduced below.

School District Name  
[Project Name]

Total Grant Amount: \$ -  
Grant PO Number:

Category	Description	Initial Budget Per BEST Grant	Design Adjustments	Finalized Budget at GMP/Bid	Adjustments to Finalized	Current Project Budget	Expenditures to Date	Balance Remaining
		A	B	C = (A+B)	D	E = (C+D)	F	G = (E-F)
Design/Consulting Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City and Planning Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility and Development Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Site Survey and Soils Report		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials Testing, Inspections		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Environmental Building Systems Infrastructure (By Owner)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture, Fixtures, Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permits, Taxes, Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Hard Cost		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Owner Contingency		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Reserve	Use only if awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

It is important to note that the grantee will be responsible for any project costs in excess of the Grant Amount. The state portion of any grant funds not expended will be forfeited.

### Budget milestones

At the time of bid or Guaranteed Maximum Price (GMP), the budget must be finalized with categories as described above. All deviations not identified in the finalized budget as “Add Alternates” will require advance approval from Division staff. At this point in the project, milestone project drawings and specifications should be provided electronically to Division staff for review of project scope.

### Furniture Fixtures and Equipment, Technology, Add Alternates

If applicable to, and included in the scope of your grant, all itemized furniture, fixture and equipment (FF&E) and technology lists must be approved in advance, with an accompanying budget, by your Division Staff. FF&E and technology budgets are typically finalized once construction has begun. Once the FF&E and technology lists have been established, the grantee must meet with division staff to review the lists prior to finalizing a budget. Division approval is required for these budgets to ensure the items being requested are eligible for grant funding, align with the scope of the grant, and fit within the overall project budget. Division staff will retain the FF&E and technology lists to validate invoiced goods against the approved budget during the fund request process. Our Furniture, Fixtures, and Equipment Guidelines are included in the appendix.

### Add Alternate and Value Engineering Lists

Add alternate and value engineering (VE) lists are developed as a result of budget constraints during the budget review process. Add Alternates are those enhancements to the quality of the scope identified in

the grant application that are contingent on the bid results and budget savings throughout the project. Add alternates may not include new scope not included in the application. A grantee is able to develop a list of goods or services within the grant scope they wish to incorporate into the project if funds are made available at a later date within the course of construction due to cost savings or the release of contingency dollars. Division staff must approve these lists as they are developed. Add alternate and value engineering lists must be completed prior to occupancy and prior to the commitment of funds. A grantee may only allocate additional funds to the project if the items identified were on their pre-approved lists. If the grantee did not develop an add alternate or VE list prior to occupancy and there are excess funds remaining at the end of the project, the grantee may not use those funds for additional project expenses.

Add alternates by nature are intended to allow for the project to be tailored to the budget. Work to address the core deficiencies identified in the original grant proposal should always be included in a project's base scope, with alternates representing enhancements within that scope. Remember that the grant contract requires the Grantee to complete the scope identified in the grant, regardless of whether the eventual project exceeds the planned budget or grant amount requested. Reductions in scope relative to the awarded grant require written approval from CDE, and forfeiture of the associated line item cost as described in the grant application from the Grant Amount.

### **Demolition and Abatement Costs**

When an awarded grant includes scope for demolition and abatement of existing structures, that demolition is considered base scope of the grant. Failure to complete demolition will be considered a deviation from the awarded grant scope, may be in breach of the contract, and therefore require written approval from CDE.

In particular when demolition will occur after completion of a replacement facility, care must be taken to maintain the demolition and abatement budgets throughout construction, and perform investigations and diligence early in order to appropriately manage contingencies to ensure completion of the demolition scope. As noted above, if scope is not completed, the associated budgeted funds are forfeited, which means cost savings from omitting demolition is not a means to make up for budget shortfalls elsewhere.

### **Contingencies and Allowances**

Contingencies are established in the initial stages of a construction project as reserves to mitigate risk. The two most common types of contingencies are construction contingencies and owner's contingencies. The construction contingency is to cover changes identified throughout the construction that weren't budgeted for when the bid or GMP was established. An owner's contingency is to cover owner initiated changes identified throughout construction. These contingencies can also be used to fund add alternates or items that were value engineered out of the project due to budget concerns. Division staff will monitor any changes to contingency amounts during their fund request budget reviews. If contingency dollars are being utilized for change orders within the established project budget, the budget must reflect the movement of funds to the appropriate budget line item. If contingency dollars are being requested to fund add alternate or VE items, division staff will review the grantees supplied lists to verify the proposed expenditure's prior approval by the Division. Unused grant contingency dollars at the end of the project will remain unspent.

Allowances are established budget items set aside for a specific purpose for which the exact cost is unknown at the time of the grant application. For example, demolition or unusual site costs, such as the installation of a traffic light. Allowances stipulated in a grant application should be clearly identified in the finalized project budget. Amounts allocated to an allowance cannot be used for other items in the budget, fulfilling cost overruns, unforeseen issues, or additional scopes of work. If an allowance budget is not spent on the specific budget item, the allowance balance must be returned to the Division. Division staff will monitor any allowance item noted in a grantee budget.

### **Fund Requests**

CC-06 Fund Request is to be submitted as costs are incurred, on a monthly basis. The CC-06 form can be found on our website at the link below, under “Forms”. Fund requests must include all associated invoices. Pertinent information for filling out the fund request can be found on the Exhibit A of the executed Grant Agreement, which identifies the PO number, the grant amounts, match amounts, and matching percentages. CC-06 forms must be signed and submitted per instructions provided on the form. Multiple invoices from a single vendor should be combined on a single line, with invoice numbers identified in parenthesis.

A flow chart representing the fund request process for cash grants is provided in the appendix. Upon approval of a complete fund request, the district will receive reimbursement for the state matching portion of the total request. The grantee may make direct payments to vendors at any time for reimbursement by CDE. CDE will not be responsible for late fees.

### **Grant Reserve/Supplemental Grant Requests**

In the past, additional funding was available in the event that significant circumstances were to arise during the execution of a grant project that could not have been foreseen at the time of grant award. This is no longer the case, and grant reserves are no longer maintained. Per the grant agreement, the grantee is responsible for any costs in excess of the grant amount. Additional funding due to unforeseen circumstances may be requested in the form of a supplemental grant request in the next regular grant cycle, however there are no guarantees of success, as supplemental grants compete against all other grants for limited funding.

### **Project Monitoring**

Your grant agreement requires written progress reports detailing project progress, as well as documentation demonstrating that key customary quality control processes such as design review, inspections, permitting, and quality testing have been completed.

As the project progresses, please include or copy Division staff on key project communications and documentation including meeting minutes, field observation reports, testing and inspection reports, permit approvals, milestone drawings and specifications, project schedule updates, all vendor contracts, and all change orders as they are generated. Your representative may also schedule visits to observe project progress and sit in on key meetings. Your agreement requires that you maintain and retain a

complete file of all documents pertaining to the project. However, key items will be requested electronically by staff for our own records.

### **Project Changes**

Changes to vendor contracts are inevitable on construction projects. Typically these take the form of a Construction Change Order or Additional Services request from a design consultant. Prior to executing change orders or add-services, notify Division staff of the content of these documents and verify they are within the scope of your grant project. Change Orders should be vetted by your Owner's Representative for pricing consistency in relation to the contract and industry standards. Backup documentation should be provided with Change Orders to Division staff for review and record. All Fund Requests which contain invoices with a Change Order or Additional Service (contract amount change) should include a copy of the change order and a description of the change.

### **Project Closeout**

Upon completion of the project, the final fund request must be accompanied by a Final Report CC-05 form. In addition, a copy of the Certificate of Occupancy, Project Monitoring Certification Form, and final project budget should be included if not already provided. Upon closeout of the grant, no additional funds may be requested. Each of these forms is available on the 'Forms' page of the BEST website.

### **Other Deliverables**

An Exhibit C: Deliverables and Submittals may have been included in your grant agreement. This document may request additional project-specific deliverables as determined by Division Staff, but does not negate any deliverables specified in your grant agreement or sublease.

### **Non-qualifying expenses**

Some typical expenses that do not qualify for reimbursement from grant funds include:

- School or district employee time
- Sales Tax
- Late Fees for unpaid invoices
- Added scope not identified in the grant application
- Small, non-disposable tools used in the project
- Educational supplies, software, and other consumables identified in the FF&E Guidelines
- Extended warranties or service contracts

Please contact Division staff with questions regarding any unusual expenses prior to incurring them. Expenses not qualifying for grant reimbursement will be the responsibility of the grantee, so when in doubt, be in communication to avoid incurring unnecessary or unexpected costs.

**References:**

The following links can be found on the Resources page of our website, and are reproduced here. The appendix includes several documents referenced above.

[BEST Frequently Asked Questions](#)

[BEST Furniture, Fixtures & Equipment Guidelines](#)

[Capital Construction Procurement](#)

[Contracting for BEST Projects](#)

[BEST Forms](#)

Appendix Contents:

[Sample Finalized Project Budget](#)

[Checklist for Review of Vendor Contracts](#)

[BEST Consultant/Contractor Selection Guidelines](#)

[BEST Furniture, Fixtures, and Equipment Guidelines](#)

[CC-06 Funding Request Process for BEST Cash Grant Projects](#)

[Sample CC-06: Cash Grant Funding Request](#)

[Sample CC-05: Project Final Report](#)

## APPENDIX

**School District A**  
K-12 Renovations

**Total Grant Amount:** \$ 1,000,000.00  
Grant PO Number: 17CCB011

Category	Description	Initial Budget Per BEST Grant	Design Adjustments	Finalized Budget at GMP/Bid	Adjustments to Finalized	Current Project Budget	Expenditures to Date	Balance Remaining
		A	B	C = (A+B)	D	E = (C+D)	F	G = (E-F)
Design/Consulting Fees	Architect, OR, Cx	\$ 90,000.00	\$ (5,000.00)	\$ 85,000.00	\$ -	\$ 85,000.00	\$ -	\$ 85,000.00
City and Planning Fees		\$ 8,000.00	\$ (2,000.00)	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
Utility and Development Costs	Water/Sewer	\$ 25,000.00	\$ 5,000.00	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
Site Survey and Soils Report	Geotech	\$ 12,000.00	\$ 2,000.00	\$ 14,000.00	\$ -	\$ 14,000.00	\$ -	\$ 14,000.00
Materials Testing, Inspections	3rd Party Inspections	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Environmental	Abatement	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00
Building Systems Infrastructure (By Owner)	Phone/Data Cabling	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
Furniture, Fixtures, Equipment		\$ 120,000.00	\$ -	\$ 120,000.00	\$ -	\$ 120,000.00	\$ -	\$ 120,000.00
Permits, Taxes, Fees		\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Construction Hard Cost	ABC General Contractors (GMP)	\$ 549,000.00	\$ 11,000.00	\$ 560,000.00	\$ -	\$ 560,000.00	\$ -	\$ 560,000.00
Owner Contingency		\$ 100,000.00	\$ (11,000.00)	\$ 89,000.00	\$ -	\$ 89,000.00	\$ -	\$ 89,000.00
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Reserve	Use only if awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ 1,000,000.00

## **Checklist for review of Professional Services Agreements on BEST Projects**

*The checklist below is provided as a non-exhaustive reference when reviewing and negotiating agreements for professional services for projects involving Building Excellent Schools Today grant funding. Please carefully review each item, and discuss any questions with your legal counsel and CDE Division of Capital Construction staff.*

- \_\_\_\_\_ Legal Counsel has reviewed the contract and any modifications against grant contract/sublease requirements
- \_\_\_\_\_ RFQ/RFP and any exhibits are included by reference and attached to the contract
- \_\_\_\_\_ Sublease or Cash Grant Contract is included by reference and attached
- \_\_\_\_\_ BEST Service Provider Contract Exhibit is attached and referenced if necessary
- \_\_\_\_\_ Contract is based on an industry standard format (AIA, ConsensusDocs, DBIA) and/or thoroughly prepared and coordinated by the district's legal counsel with other related contracts
- \_\_\_\_\_ Contract Amount is specified and clear, includes the complete scope necessary, and falls within the grant budget. No exclusions are identified that should fall within the grant scope
- \_\_\_\_\_ Scope of Work Exhibit is attached or referenced if scope not identified within the agreement
- \_\_\_\_\_ Insurance provisions and bonding requirements have been reviewed carefully and are in alignment with Sublease or Cash Grant Contract requirements, and LEA policy, whichever is more stringent
- \_\_\_\_\_ Reimbursable expenses for professional service providers are at cost and without markup if a not-to-exceed format, or included within an agreed upon fixed price or rate
- \_\_\_\_\_ No limitations on liability, or any such limitations are agreeable according to legal counsel and are in accordance with grant contract
- \_\_\_\_\_ Indemnification clauses have been reviewed by legal counsel, and the right to governmental immunity has been retained
- \_\_\_\_\_ Dispute resolution procedures are well defined and in accordance with legal counsel recommendations, district/school policy, and grant contract or sublease requirements
- \_\_\_\_\_ No late charges or delayed payment charges are included, or, if such charges are included, sufficient time is allowed for processing of BEST Lease/Purchase fund requests
- \_\_\_\_\_ Additional Services or Contract Modification provisions are agreeable, well defined, and tied only to increases in the scope of services. Professional services fees are fixed and not directly tied to increases/decreases in final cost of construction, or the methodology for establishing the final amount is clear.
- \_\_\_\_\_ All referenced exhibits or addenda have been reviewed and are included in the final contract
- \_\_\_\_\_ Termination clauses have been reviewed and agreed upon by legal counsel
- \_\_\_\_\_ Assignment clauses are included as required by cash grant agreement or sublease
- \_\_\_\_\_ A fully executed agreement is on record

## Consultant Procurement Process

**\*\*Facilitation by the Division Staff is essential for a successful process\*\***

A BEST Regional Program Manager (Division Staff) will partner with the district for the entire procurement process if desired by district, charter school, BOCES, or CSDB (Owner).

Since the State invests a substantial amount of funding into a project, Divisional Staff wishes to partner throughout this process and throughout the entire life of the project. Divisional Staff will attend the interviews if requested to ensure that the process is fair and transparent.

The following procurement process is recommended by the Division of Public School Capital Construction Assistance for the following consultant/contractor positions: Master Planner, Owner's Representative, Architect, Design/Build, and CM/GC:

### 1) Team Collaboration/Brain Storming

- a) Work as a team to decide what service should be solicited for;
- b) Decide what the Owner's goals are and what is expected from the end results;
- c) Develop a timeline;
- d) Establish an RFQ evaluation team, CDE recommends 3 to 5 people as follows:
  - i) One district, charter school, BOCES, or CSDB admin or board member;
  - ii) One outside, uninvolved, individual who has extensive experience in the design/construction/facility management industry;
  - iii) One who might be owner's rep, if available, or another individual who has experience in school design/construction/facility management industry and with the school district;
  - iv) Up to two others, but no more than one more administration or board member.

### 2) RFQ Development/Issuance/Selection

- a) Using the RFQ template provided by CDE, begin to develop a RFQ;
  - i) Be sure to tailor the RFQ for the specific consultant being solicited and your specific project;
  - ii) Be as detailed as possible.
- b) Customize the selection criteria and scoring matrix provided by CDE so that it fits your projects goals;
  - i) Selection criteria should be clearly noted in the RFQ. It is suggested that scores be identified for each criteria that will be used, that each criteria be scored, and the applicant(s) with the highest score(s) selected or shortlisted;
  - ii) It is suggested that fee proposals not be submitted at the time of the proposal. The process should be qualification based. Fees should be negotiated with the top-scoring applicant, the apparent winner. If the negotiation is unsuccessful with the apparent winner, then the fee may be negotiated with the next highest scoring applicant;

- iii) If, however, fee is to be included with the proposal or interview by district policy, it should be kept in a sealed envelope, and opened only upon selection of the winning applicant.
- 3) Once the RFQ is developed be sure to submit it to **Division Staff** at least four days before your proposed issuance date;
  - i) The Capital Construction representative must approve the RFQ before an announcement can be posted to the list serve. Be prepared in order to avoid delays;
  - ii) Once approved CDE will post an announcement to their List Serve;
  - iii) The Owner should also consider other form of advertisement (i.e. local news paper, Owner's webpage or equivalent, radio, etc).
- 4) Once all RFQ's are received evaluate them using the scoring matrix;
  - i) RFQ responses that have more or less than what is requested may be eliminated;
  - ii) The completed scoring matrix will be used to develop a shortlist of applicants to be interviewed;
  - iii) A detailed interview invitation should be sent to the shortlisted applicants. Division Staff can provide examples and help develop this;
  - iv) The selection committee determines the questions to be asked at the interviews in advance with a score for each question, which then can be added to the initial RFQ score resulting in a total combined score or applicants may be scored on interview only. The same questions should be asked and scored of each candidate.
- 5) After the apparent winner is chosen the Owner should issue a detailed decision memorandum to CDE that includes:
  - i) Both scoring matrixes from the proposals and interviews;
  - ii) Note where the RFQ was advertised;
  - iii) A copy of the RFQ should be attached;
  - iv) A narrative summary of the positives and negatives of the interviewed applicants;
  - v) Be sure to notify non awarded applicants. CDE can provide examples of non award letters.
- 6) **Contract and Fee Negotiations**
  - a) Fee proposals should provide a very detailed scope/description of the project. They may include but not be limited to:
    - i) Total not to exceed fee;
    - ii) Statement of work;
    - iii) Confirmation that all scope items from the original RFQ will be addressed;
    - iv) Any exclusions;
    - v) # of hours;
    - vi) # of people;
    - vii) Other resources;
    - viii) How the resources are to be used;
    - ix) Breakout of anticipated reimbursable included in the fee proposal;
    - x) Hourly rates for all personnel involved in the project;
    - xi) Number of site visits anticipated to complete the work.
  - b) The Owner's legal counsel should review all agreements.
  - c) Be sure to send the contract to CDE for review, prior to signing it.
    - i) CDE has standard language that must be included;

## Furniture, Fixtures and Equipment (FF&E) Guidelines for the BEST Grant

Based on § 22-43.7 C.R.S., 1 CCR 303(1) Public School Facility Construction Guidelines and 1 CCR 303-3 Building Excellent Schools Today Grant Program the following will be considered as Furniture, Fixtures and Equipment (FF&E) for purposes of the BEST grant.

The BEST program will fund FF&E in order to provide students and facilities with products that function well and are flexible for future use. The FF&E budget intends to provide a district with startup furniture, fixtures and equipment necessary to provide an educational environment for the occupants of the facility. FF&E is necessary to create a sense of place, ownership, comfort, security, aesthetics and privacy. The FF&E budget is not intended to augment public use of the facility or extra-curricular activities. Items such as batting cages for the baseball team, tackling sleds for the football team, and hurdles for the track team are not to be included as FF&E.

“FF&E is furniture, fixtures or other equipment that typically has no permanent connection to the structure of the building or facility utilities. The type of loose or stationary furnishings and equipment for a school should be selected **to support the educational curriculum and the function of the spaces for students within a facility**, but also provide flexibility for change and development in the future. The exact items and style may change from school to school.” (Citation is extracted from the “Wyoming School Facility Department, Furniture Fixtures and Equipment Guidelines, 9/24/09, found on the [www.wyoming.gov](http://www.wyoming.gov) website.)

Supplies are defined as general purpose consumable (quickly expendable) items and instructional material which commonly have a shorter life span (less than 1 Year) than equipment and machines and which are stocked for recurring use. Supplies will not be considered FF&E.

Built-in items, such as lockers, sinks, fixed benches and cabinets are included in the cost of construction. These items should not be considered FF&E.

It is required that all FF&E orders be submitted to the appropriate BEST technical assistant **PRIOR TO** the purchase of an item, group of items or major FF&E order. FF&E orders submitted without prior approval, may risk non-payment from the BEST grant. When submitting the FF&E orders, please include date of order, vendor, quantity, item description, cost per unit, total item cost, shipping costs, installation costs (if applicable) and total order cost. In addition to the noted information, photo specification sheets may be provided as supplemental information.

If a district/ charter school would like to consider additional FF&E not clearly defined in this document to be included in a grant application, please review with the appropriate BEST technical assistant prior to including in the application.

## FF&E Guidelines

FF&E has a minimum threshold of \$5,000 with any one vendor. Items from the functional areas listed below may be bought individually or in a group with the total invoice being greater than or equal to \$5,000, including shipping and other reasonable costs (installation and, if applicable, taxes). **FF&E BUDGETS MUST BE SPENT PRIOR TO THE DISTRICT OCCUPANCY OF A FACILITY. DELAYED DELIVERY, DAMAGED AND RETURNED GOODS MAY BE FUNDED THRU THE ORIGINAL GRANT FF&E. FF&E RELATED ITEMS THAT ARE REQUESTED AFTER OCCUPANCY OF THE FACILITY WILL NOT BE CONSIDERED.**

The grantee needs to retain documentation (such as packing slips, pick tickets, etc.) supporting any and all FF&E purchases.

The project team should consider the condition and ability to reuse existing furniture, fixtures and equipment in any given project.

## Functional Area Inclusions

**Site:** Age appropriate fixed playground equipment, required fencing (if not included in the building construction), resilient surface under and around the playground, benches (movable not included in the building construction), storage units for the purpose of storing playground equipment. Site FF&E does not include sports equipment such as sports balls, jump ropes, etc.

**Classrooms including Specialized Classrooms (Science Labs/ Art Rooms/ Music Rooms/ Band Rooms/Auditoriums/Cafeteriums):** Provide all the necessary equipment to support the intended educational program. Classroom furniture includes student and/or instructor furniture as defined by the classroom program, use and design, such as student/instructor desks, student/instructor chairs, storage units and bookcases used within the classroom, microscopes, kilns, stage curtains and stage lighting ensembles. Classroom FF&E does not include instructional material or equipment such as books, paint brushes, paint, clay, paper, beaker's, musical instruments, rugs, pencil sharpeners, etc.

**Computer Rooms:** Furniture to support the use and design of the room. Technology equipment such as computer carts, computers to be utilized within the designated room, projectors, smart boards, racks, servers, switches or any other furniture, equipment can be considered FF&E if not included in the technology budget. Infrastructure for technology will be included in the construction of the facility to include devices (wall outlets, etc.), cabling, wire management etc.

**Library/ Multimedia Center:** Book racks, seating, computer furniture and equipment to support the intended use and design. Computers can be considered FF&E if not included in the technology costs. Books, literary materials etc. are defined as supplies.

**Commercial Kitchen:** May include cooking and refrigeration equipment, dry storage, washing equipment and any other equipment required to operate the kitchen as designed that has not been included in the construction project. Utensils, trays, glasses, cooking utensils etc. are defined as supplies.

**Cafeteria/ Multipurpose Room:** May include a movable stage, tables, and chairs etc to provide the necessary seating for the defined use and design.

**Gymnasium Spaces:** May include sports equipment necessary to provide for the use and design of the gymnasium, i.e. sports specific equipment – climbing ropes, safety mats, wrestling mats, wrestling mat hoist, and scorer table. Climbing walls, volleyball sleeves, bleachers, and basketball hoops would be considered in the construction of the facility. This does not include basketballs, footballs, volleyballs or any other item that are considered supplies.

**Weight Training:** May include all equipment necessary to provide for the use and design of the room, i.e. wall mirrors, exercise machines including weights, rubber flooring, wall/ floor mats etc. Equipment not attached to the floor or walls and is movable such as exercise balls/ jump ropes etc. are considered supplies.

**Administration/ Nursing/ Conference/ Reception/ Building Support/ Work Rooms/ Break Rooms:** May include all furniture, fixtures and equipment necessary to provide for the use, educational program and design of the room, i.e. Work Rooms to include copiers, fax machines etc. as necessary, Break Rooms to include refrigerators and microwaves. Built in equipment and fixtures are to be considered in the construction of the facility.

**Career and Technical Education:** May include all furniture, fixtures and equipment necessary to provide for the educational use and design of the program such as welding booths, auto lift station, lockers, stationary electrical equipment etc. These items would be considered FF&E if the expenses are not included in the building construction. Hand held tools including power tools or tools that could be removed from the designated shop are supplies.

**Custodial Closet Spaces:** To include the necessary fixtures and equipment to maintain interior finishes of the funded facility (not the district). i.e. equipment necessary to maintain new floor materials such as floor polishers, vacuums etc. Paper products, cleaning liquids, hand held cleaning tools etc. are supplies.

## Exclusions from BEST FF&E Budget

**Technology:** May include infrastructure, equipment to support the infrastructure, projectors, Smart boards, etc. Technology is addressed in a separate section of the BEST program and should not be considered FF&E.

**Moving expenses:** New construction projects incur moving costs and the need for moving supplies. The FF&E expense line item will **not** reimburse for moving costs such as tape, boxes, labels, document shredding, and document archiving. Large storage containers or off-site storage units may be considered, however the expenses are not applicable in the FF&E budget. Please consult your technical assistant for guidance.

**Specialty Equipment:** The BEST grant will not fund equipment, vehicles, grounds or athletic field maintenance equipment, interior building maintenance equipment beyond maintaining new finishes or other equipment that could be funded through other revenue sources available to a district, such as the Capital Project Funds 43 - Capital Reserve Capital Projects Fund as it relates to the ongoing Operation and Maintenance of a facility or grants such as the Career & Technical

Assistance Program with Colorado Community College and Occupational Education System (CCCOES).

***The FF&E budget is not intended to augment public use of the facility or extra-curricular activities.***

## Statutory References

The following references are to the BEST program Statute, Rules and Construction Guidelines as referenced in C.R.S. 22-43.7 BEST as they relate to what is considered in FF&E within the BEST program.

### **§ 22-43.7 C.R.S., BEST**

22-43.7-102 Legislative findings and declarations

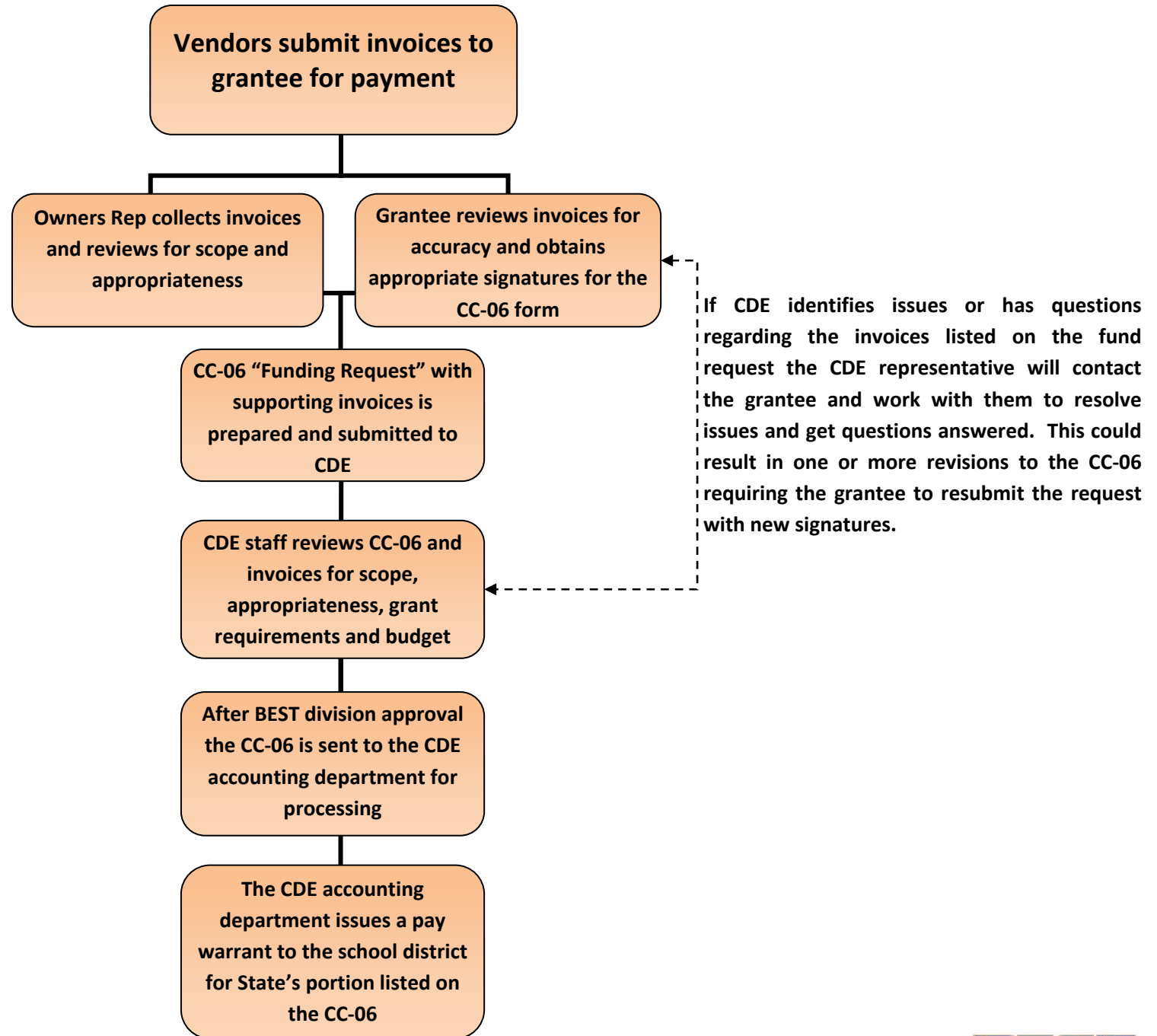
- 1) The general assembly hereby finds and declares that:
  - a) Colorado school districts, boards of cooperative services, and charter schools have differing financial abilities to meet students' fundamental educational needs, including the need for new public schools and renovations or for controlled maintenance at existing public schools so that unsafe, deteriorating, or overcrowded facilities do not impair students' abilities to learn.
  - b) The establishment of a program to provide financial assistance to school districts, boards of cooperative services, and charter schools throughout the state that have difficulty financing new capital construction projects and renovating and maintaining existing facilities will help such districts, boards of cooperative services, and charter schools to meet students' fundamental educational needs.

### **§ 24-75-301 C.R.S.**

## Definitions

- (1) "**Capital construction**" means:
  - d. Purchase and installation of the fixed and movable equipment necessary for the operation of new, remodeled, or renovated buildings and other physical facilities and for the conduct of programs initially housed therein upon completion of the new construction, remodeling, or renovation;

# CC-06 Funding Request Process for BEST Cash Grant Projects





Requesting District			
1. District Name:		County:	
Address:			
City:	State: CO	Zip:	
2. Contact Name:	Contact Phone:	Fax:	
Contact E-mail:	Date of Request:		
3. Project Title:			
Awarded BEST FY:		CDE Accounting PO #:	
Breakdown of Dollars Requested			
	Vendor Name:	Total of Invoice(s):	
Vendor 1			
Vendor 2			
Vendor 3			
Vendor 4			
Vendor 5			
Vendor 6			
Vendor 7			
Vendor 8			
Note: Fund requests can be submitted once a month. Please provide invoices from all vendors listed above. Statements and purchase orders will not be accepted.		<b>Total Vendor Costs:</b>	
****Please fill out the three boxes below prior to submittal****			
<b><u>Grantee Adjusted Match %</u></b>	<b><u>Total Prior Billings (previous line 8 total)</u></b>	<b><u>Total Project Cost</u></b>	
Financial Summary of Project			
	State Grant	Grantee Match	Total
4. Total Amount of the Contribution/Grant			
5. Amount Previously Paid/Requested to Date			
6. Amount Available before Current Request			
7. Amount of this Request			
8. Total Billings to Date			
9. Total Available Balance			
10. Proposed Project Dates	Start Date:	Completion Date:	
The Grantee certifies that the above information is true; that the funds requested are for the project for which the grantee received the grant; and that the vendors listed provided services or materials for the project for which the grantee received the grant.			
Printed Name of Authorized Representative:			Title:
Signature of Authorized Representative:			Date:
Please return to: Ashley Moretti - Email: Moretti_A@cde.state.co.us Colorado Department of Education 1580 Logan Street, Suite 310, Denver, CO 80203			

# Capital Construction Project Final Report

Due upon completion of project

## SECTION 1: PROJECT INFORMATION

Grantee:	_____
Project Title:	_____
Awarded in FY:	_____
CDE Accounting PO#:	_____
Project Start Date:	_____
Project Completion Date:	_____

## SECTION 2: CONTACT INFORMATION

Form Prepared By:	_____	Date:	_____
Address:	_____		
Phone:	_____	Email:	_____

## SECTION 3: PROJECT FINANCIAL SUMMARY

Grantee's Match %:	_____															
	<table><tr><td><u>Grant Amount</u></td><td><u>Total Requested</u></td><td><u>Remaining Funds</u></td></tr><tr><td>BEST Grant Amount:</td><td></td><td></td></tr><tr><td>Grantee's Match:</td><td></td><td></td></tr><tr><td colspan="3"><hr/></td></tr><tr><td>Total Project Cost:</td><td></td><td></td></tr></table>	<u>Grant Amount</u>	<u>Total Requested</u>	<u>Remaining Funds</u>	BEST Grant Amount:			Grantee's Match:			<hr/>			Total Project Cost:		
<u>Grant Amount</u>	<u>Total Requested</u>	<u>Remaining Funds</u>														
BEST Grant Amount:																
Grantee's Match:																
<hr/>																
Total Project Cost:																
Grant Reserve Balance: \$	_____															

## SECTION 4: PROJECT DATA

*Please complete all applicable items.*

Total Project Square Footage: \_\_\_\_\_ Cost per Square Foot: \_\_\_\_\_

Date of Occupancy (date students/staff use the building for its intended purpose): \_\_\_\_\_

Date of Substantial Completion (date the warranties begin): \_\_\_\_\_

High Performance Design Rating – LEED/CO-CHPS: \_\_\_\_\_

Date Certification Received: \_\_\_\_\_ Was the Certificate forwarded to Division staff: Yes  
No

Project Contact Directory Provided to Division Staff: Yes No Date: \_\_\_\_\_

*Contract Directory Should Include Key Team Members such as:*

- *Architect (key consultants i.e. Structural, Civil, MEP)*
- *Designer*
- *Owner's Representative*
- *General Contractor*
- *Grantee Project Contact*

# Capital Construction Project Final Report

Due upon completion of project

## Warranty Information

All Warranties in Place? Yes No

Date Warranties Began: \_\_\_\_\_

Warranty Information Provided to Division Staff: Yes No

Date of 1 Year Warranty: \_\_\_\_\_ Date of 2 Year Warranty: \_\_\_\_\_

Was the Final Project Advertised Prior to Completion of the Grant? Yes No Date: \_\_\_\_\_

Owner Manuals (O&M) Received by Grantee? Yes No

Material Stock as Noted in Specification Received? Yes No

Insurance for New Facility: Yes No Date: \_\_\_\_\_ Facility Insured Amount: \_\_\_\_\_

## SECTION 5: LESSONS LEARNED

*Please list any key lessons learned from your grant project (optional):*

## SECTION 6: SIGNATURES

***Please read: By signing below, you are confirming that no more funds will be requested for this project and acknowledge that CDE will no longer authorize any requests for funds regarding this project.***

Printed Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### For Charter Schools Only

Printed Name of Charter School Representative: \_\_\_\_\_

Signature of Charter School Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:

Ashley Moretti – Colorado Department of  
Education 1580 Logan Street, Suite 310, Denver,  
CO 80203 Email: Moretti\_A@cde.state.co.us