

CAPITAL IMPROVEMENT APPLICATION CHECKLIST

Required documents:

**** Make sure you watch the Capital Improvement webinar (www.rmecc.org/colorado-shines) and call Stacy and get your project approved before moving forward!**

- Application
- 3 quotes from licensed, bonded contractors
- Submit a copy of contractor's insurance and bonding information for the contractor you plan to use
- Before pictures of your project in .jpeg format
- If applicable*, copy of the Licensing Report of Inspection **if** this request is to bring your program into compliance due to a licensing violation or concern.
- Printouts of any materials you will be ordering with pricing shown (e.g. playground equipment, flooring, any materials that are being purchased directly and are not contained in a contractor's bid)
- Support letters from your licensing specialist **and** your CSQI Coach
 - *Send the complete CSQI Capital Improvement Funding Application to your licensing specialist and coach so they can review your project.*
 - *The Licensing Specialist and Coach will complete the forms and email them directly to Stacy*

****If any of the required documents are missing, we cannot submit your application to the state.**

Sending documents to the Council:

Send everything attached as separate documents in one email to rmecc@mtnvalley.org. If the attachments are too big for one email, send them as needed, but indicate the emails go together somehow.

- *Name documents with the following convention... Abbreviation for your program, Capital Improvement + (year), document name.*
 - **For example:** GYS CI21 Application
- *Reference your program name, license number and "Capital Improvement Application" in the subject line.*

** You will receive an email verifying your application has been received. I will get back to you within one week with any additional requests for information.

Email completed, signed applications and documentation to Stacy Petty, RMECC Director (rmecc@mtnvalley.org)

Keep in mind...

- ✓ Late applications cannot be accepted.
- ✓ Funds are limited and are first come first serve, so apply early!
- ✓ Projects must be completed by **May 6th, 2022** and all documentation and payment requests received by the Council no later than **May 31st, 2022**.

Once the Council receives your application and submits it to the state:

- You will receive an email letting you know you were awarded **or** an email with as much detail as we have about why your project was declined.
- If awarded, **you** will then need to contact your contractor and get the work scheduled.
- Kristin, from the Council, will reach out to you within a week to discuss the process and paperwork needed.

For Office Use Only:

Received: _____ Reviewed: _____

Approval: Licensing Coach Council Submitted to State: _____ State

Phone Log:

Funds Awarded: In account: Award letter sent:

Reason if not approved: