**Colorado Shines Capital Improvement Projects**

This document contains detailed information and the application to apply for capital improvement funding for FY ’22. Please read this document in its entirety. If you have any questions, please call Stacy right away. Time is of the essence! Apply as soon as possible!

**PLEASE TYPE DIRECTLY INTO THIS DOCUMENT. J**

**Definition**: A **capital improvement** is the addition of a permanent structural change or the restoration of some aspect of a property that will either enhance the property's overall value, increase its useful life or adapt it to new uses.

**Guidelines:**

* Requests will be reviewed on a rolling basis until funds are fully expended.
* Maximum request: $7,500
* Colorado Shines QI Capital funds may not be used to meet matching fund requirements for other grant funds.
* This is **one time** funding for first time eligible programs.
* State approval depends on available funding and strength of the request.
* Programs that serve only preschool aged children are not eligible for these funds.

## Requirements:

* Programs must be a level 2 or higher, have an active CCAP agreement and have a signed CSQI MOU in place. Programs can apply every other year.
* Programs need to show active infant and/or toddler enrollment.

Note: Centers must be licensed to serve children under 30 months of age to qualify.

* Funds must be used to support programs that serve infants/toddlers and illustrate how children birth to 3 will be impacted.
* Projects must tie to a goal(s) in the program’s Quality Improvement Plan in Colorado Shines.
* By submitting this application, applicants are aware the information contained within their submission may be discussed or shared with the program’s coach, coaching agency, licensing specialist, the state and other key partners.

## Examples of improvements include:

* Gates and fencing
* Impact absorbing playground materials
* Access and egress improvements
* Safety-approved playground equipment and structures
* Minor modifications to infant/toddler classroom layout, and
* Physical safety improvements
* Allowable quality materials needed to open an infant/toddler classroom. All furniture must be commercial grade and have a warranty. Approved vendors must be used.

## Unallowable projects:

* Purchase or improvement of land
* Any improvement that adds significant value or changes the overall function of the building

## CAPITAL IMPROVEMENT APPLICATION

## Part 1: To complete -

1. **Go to the RMECC Website and watch the following webinars:**

(<http://rmecc.org/colorado-shines/>)

* 1. *CSQI Capital Improvement Webinar*
	2. *Quality Improvement Plans & Resources*
	3. *How to Create/Update your QIP*
1. **Call Stacy to discuss your project and get initial go ahead.** We don’t want you to waste your time on a project that we know will not be approved.

**NOTE:** Council pre-approval does not guarantee state funding.

1. **Verify everything is correct in your QRIS portal**. Make sure your enrollment, classrooms and sessions are properly reflected. If you are claiming your enrollment is greater than your license allows, you will need to explain this. The state will check this against your application.
	1. **In your QRIS portal, go to the Quality Improvement Tab and add a Quality Improvement Goal specific to your capital improvement project.** It must be a SMART Goal. Often the best place to put your goal will be under *Learning Environment*. This type of goal is discussed in the QIP webinars.
	2. **List the goal you input into your plan here:**
2. **Bids from Licensed and Bonded Contractors-** Once you get pre-approval from Stacy, obtain 3 bids from licensed and bonded contractors who will perform the work. Save the bids in pdf format.
* You will need a copy of the business license and bonding information for the contractor you are going to use.
* If you have any problems obtaining bids, let Stacy know.
1. ***Save documents using the naming conventions detailed on the Application Checklist***
	1. ***Use an abbreviation for your program + an abbreviation for the document.***

***For Example:***

* + 1. ABC CIApp.docx (ABC Preschool’s CI application)
		2. ABC CIBudget.docx (ABC Preschool’s CI Budget)

## Part 2: Basic Information-

# Program Name:

# License Number:

# Director Name:

1. Physical Address:
2. City & Zip Code:
3. Work Phone Number:
4. Email address:

# Project Contact, if different than the director, and phone number:

1. Amount of funding requested: $
2. Did you apply for CSQI Capital Improvement funds before this fiscal year? Yes/No. Were you awarded? Please list the amount of the award: $
3. Total Licensed Capacity: Total # of Classrooms:
4. # of infant classrooms: \_\_\_ # of toddler classrooms: \_\_\_\_ # of pre-k rooms: \_\_\_\_
5. Enrollment:
	1. Current **total** enrollment: \_\_\_ 0-12 months \_\_\_13-24 months \_\_\_ 25-36 months \_\_\_ 3-5 years
	2. CCAP Enrollment **only**: \_\_\_ 0-12 months \_\_\_13-24 months \_\_\_ 25-36 months \_\_\_ 3-5 years
6. Will this request add additional infant or toddler slots to your program? If so, please give a brief description of how it will add slots and also the impact on your licensed capacity.
7. Does this request require permission from your licensing specialist? (For example, opening a new room? If so, where are you in that process?

## Part 3: Detailed Information-

1. Narrative: Give a concise description of the project plan for this request. Make sure to paint that vivid picture so we can answer questions and put forward the best project on your behalf! Include a timeline.
2. Name of the contractor(s) you want to use for this project:

 For example,

* 1. For my *Shade Structure Project*, I want to purchase the shade structure through Lakeshore Learning and use ABC Handyman Services for installation.
1. How will the request benefit your program? (e.g. open a new room, comply with licensing, etc.)
2. Describe how this project will improve the overall experience of infants and toddlers in your program.
3. Number of early childhood professionals **currently** who will be impacted by the improvement: \_\_\_\_\_ Comments:

## Part 4: Budget-

On the budget form provided, please make sure to include the following information-

1. Please take a look at the sample budget form on the first tab and the blank form for you to use to create your budget. Please call Stacy if you need help with this part of the application.
2. Breakdown of requested funds including amounts and total requested.
3. Other funding that is being used to complete this project: List the funder & the amount

By submitting this application, I affirm that I have reviewed the bids provided, including confirming that the vendors are licensed and insured to provide the services, and that, at a minimum, I have checked the following websites: <https://www.sos.state.co.us/biz/BusinessEntityCriteria.do>, <https://www.dol.gov/ofccp/regs/compliance/preaward/debarlst.htm>, and <https://www.bbb.org/en/us/co>. Additionally, I affirm that this capital improvement request, if approved, will directly impact and improve the quality of child care for infants and toddlers attending this program.

Submitted by:

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Printed Name, Title Signature Date