**Expanding & Emerging Capital Improvement Project Application**

For each E&E Capital Improvement project, please submit the following information prior to work being done. Once we secure state approval for the project, you will be notified.

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

**Guidelines:**

* This is **one time** funding for eligible programs.
* 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.

## Unallowable projects:

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

## Step 1: To Complete-

1. **Watch the following short webinars:**

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

* 1. *Quality Improvement Plans & Resources*
	2. *How to Create/Update your QIP*
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. **Obtain bids from Licensed and Bonded Contractors-** Once you get pre-approval from Stacy, obtain at least **2** bids from licensed and bonded contractors who will perform the work. Save the bids in pdf format. If you have any problems obtaining bids, let Stacy know.
	1. You will need a copy of the business license and bonding information for the contractor you are going to use.
3. ***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:*** ABC E&EApp.docx (ABC Preschool’s CI application)

## Step 2: Basic Information-

# Program Name:

# License Number:

# Project Contact and best contact number:

1. Physical Address, City, ST Zip:
2. Email address:
3. Amount of funding for this project: $
4. Total Licensed Capacity: Total # of Classrooms:
5. # of infant classrooms: \_\_\_ # of toddler classrooms: \_\_\_\_ # of pre-k rooms: \_\_\_\_
6. 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
7. Does this request require permission from your licensing specialist? (For example, opening a new room? If so, where are you in that process?

## Step 3: Detailed Information-

1. Narrative: Give a short description of the project plan. 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.

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