

## CAPITAL IMPROVEMENT APPLICATION CHECKLIST

### Keep in mind...

- ✓ Funds are limited and are first come first serve, so apply early!
- ✓ Applications close March 10, 2023 and are funding dependent
- ✓ Projects must be completed no later than **May 12th, 2023**
  - Fall Project Paperwork deadline: **January 31, 2023**
  - Spring Project Paperwork deadline: **May 31st, 2023**.

### Initial Steps:

- **Meet** with Stacy to discuss your project. Click [here](#) to schedule. We will discuss your project, whether it meets eligibility, an overview of the process and answer any questions you have.
  - NOTE:** Council pre-approval does not guarantee state funding.
- **Watch** the following webinars on our website: (<http://rmecc.org/colorado-shines/>)
  - [Quality Improvement Plans & Resources](#)
  - [How to Create/Update your QIP](#)
- **Verify** your program information is up-to-date in your QRIS portal. In particular, make sure your enrollment, classrooms and sessions are properly reflected.
- **Add** a Quality improvement SMART Goal in your QRIS portal specific to this project under the Quality Improvement tab. This type of goal is discussed in the QIP webinars.

### Application Components:

- TSQI Capital Funding Application
- 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.
- **If using contractors** to complete your project:
  - 3 quotes from licensed contractors
  - Submit a copy of contractor's insurance and the performance bond for the contractor you plan to use
  - Submit a copy of any permits required to complete the project

**If you are opening a new room** and want to use funds to purchase learning materials to open the room:

- Using our approved vendors, print outs 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)
- Obtain support letters from your licensing specialist and your CSQI Coach
  - Once all documents have been submitted, email your coach and licensing specialist so they can review your application before completing the Support Letter.
  - The Licensing Specialist and Coach will complete the forms and email them directly to Stacy

## Add your documents to your Google folder

**\*\* We cannot submit your application for approval until all components have been received.**

- Add all documents into the personalized Google folder Stacy has created for you for your capital project.
  - Name your documents: Use an abbreviation for your program + an abbreviation for the document.

For Example:

- ABC CIApp.docx (ABC Preschool's CI application)
- ABC CIBudget.docx (ABC Preschool's CI Budget)

\*\* I will get back to you within one week of receiving all documents with any additional requests for information.

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

- You will receive an email letting you know you are 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, get copies of permits and other documentation not already submitted before starting your project.
  - Council Staff will reach out to you within a week to discuss the process and paperwork needed, completion timelines and other details.