

CONNECTICUT STATE DEPARTMENT OF EDUCATION



EARLY CHILDHOOD BOND FUNDS GRANT PROGRAM FOR MINOR CAPITAL IMPROVEMENTS

JULY 1, 2014, TO JUNE 30, 2015

Purpose:

In accordance with Section 9(e)(4) of Public Act 12-189 as amended by Section 72 of Public Act 14-98, and Section 13(h)(2) of Public Act 13-239 as amended by Section 75 of Public Act 14-98, \$13,500,000 in bond funding is available to provide grants-in-aid to sponsors of school readiness programs and state-funded day care centers for facility improvements and minor capital repairs to that portion of facilities that house school readiness programs and state-funded day care centers.

Applications Due: On or before Friday, August 22, 2014

NOTE: This RFP is in compliance with the laws governing the bond funding authorizations. Those laws are written to ensure that the state's interest is protected and there are provisions addressing: 1) the length of time (funded) space must be used; and 2) execution of a formal contract with grantees. As a result, grantees must demonstrate that their improved space will continue to be used for the granted purposes for 10 years. In instances where, within ten (10) years of the date of the grant, the premises for which the grant was made cease to be used for the granted purpose, the grant will be subject to repayment minus 10 percent per year for each full year elapsed since the date of the grant. Finally, each grantee, upon award, will be required to enter into a contract with the Connecticut State Department of Education.

**STEFAN PRYOR
COMMISSIONER OF EDUCATION**

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Levy Gillespie
Equal Employment Opportunity Director
American with Disabilities Act Coordinator
Connecticut State Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2071
Levy.Gillespie@ct.gov

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.



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Section I: Overview and Description of Grant

Purpose:

Early childhood providers have reported physical barriers to maintaining and achieving quality facilities. To help address building and site deficiencies, and to promote the health, safety and learning of children in appropriate environments, funds will be granted for facility improvements and minor capital repairs; the repairs must be done to the part(s) of the facilities that house school readiness programs and state-funded day care centers to businesses or entities that currently accept School Readiness or Child Day Care funding, for facilities where children are currently located or will be relocated.

Eligible minor capital projects include repair and replacement work and other general improvements not covered by the State’s existing public school construction grant program. (See Chapter 173 of the Connecticut General Statutes.) Examples of work which may be considered for grant award include, but are not limited to:

1. Indoor Projects

- replacement of windows and doors;
- replacement of boilers and other heating and ventilation components;
- replacement of internal communication systems;
- ceiling and floor covering upgrades/replacements;
- upgrading restrooms, including new fixtures and water fountains;
- upgrading or replacement of lighting fixtures and/or electrical upgrades;
- replacement of equipment and/or furnishings which have exceeded their useful life, are no longer functional, or present a possible safety concern;
- code compliance projects—American Public Health Association (APHA) and American Academy of Pediatrics (AAPA) *Caring for Our Children: National Health and Safety Performance Standards and Guidelines for Early Care and Education Settings. Third Edition, 2011*; Americans with Disabilities (ADA) (provided the building is not a public school building, which could be eligible for Chapter 173 School Construction reimbursement);
- building alterations to better align space design with program needs, ensuring greater quality of care for students. Examples include: wall removal to increase room size or make bathrooms accessible, child-size sinks in classrooms/access to water in classrooms, specialized storage areas and storage cabinets, partition installation, improvement of space for staff, staff storage areas and meeting rooms, accessibility for children and staff with disabilities and repurposing staff space for classroom instruction;
- upgrading wiring for technology; and
- minor addition or minor new construction to convert existing space into classroom space.

2. Outdoor Projects

- replacing or installing security systems, including, but not limited to, video surveillance devices and fencing; and
- alterations to premises such as playground improvements to include, but not limited to, safety surfacing and fencing, shading, play-area expansion, redesign to support gross motor needs of children, and equipment upgrade.

Projects are limited to permanent upgrades and/or physical improvements to facilities. Funds **may not** be used for general operating purposes or consumable supply expenses.

Work/items **not** eligible for grant consideration include, but are not limited to: computers, smart boards, fax machines, printers, copy machines; routine building maintenance and maintenance cleaning supplies; equipment repairs and other minor repairs; salaries of in-house maintenance staff and other program staff; and gardening and landscaping undertaken as beautification projects.

Eligible Applicants/Funding:

The Connecticut State Department of Education (CSDE) has approximately \$13,500,000 to award for general improvements and minor capital repairs authorized under Sec. 9(e)(4) of PA 12-189 as amended by Sec. 72 of Public Act 14-98, and Sec. 13(h)(2) of PA 13-239 as amended by Sec. 75 of Public Act 14-98.

Eligible applicants include (Appendix A-Child Care Programs Currently Eligible to Apply for Early Childhood Bond Funds, pages 37-53):

- School Readiness funded programs located within priority school districts and competitive communities,
- State-funded Day Care Centers;
- (*) Public Schools running a School Readiness Program; and
- (*) Public Schools running a State-funded Day Care Center Program.

(*)Projects eligible for funding through the state’s School Construction Grant Program (Chapter 173 of the Connecticut General Statutes) are not eligible for grants under the EC Bond Funds for Minor Capital Improvements Program.

Eligible applicants who have loans from the Connecticut Health and Educational Facilities Authority (CHEFA) must inquire whether CHEFA will be able to consent to the placement of a lien on the property occupied by the program in favor of the CSDE in the amount of the grant. **The applicant must include with its application written consent from CHEFA for the placement of such a lien.** Allow at least two weeks for CHEFA to respond to your request.

Once program eligibility has been confirmed, the CSDE will score all grants. Projects will be sorted by score in descending order. Selected projects will be submitted to the Bond Commission for approval. Grants will be awarded until all funding has been exhausted or until all projects are funded, whichever occurs first.

The CSDE reserves the right to make grant awards under this program without discussion with the applicants; therefore, applicants should submit proposals that present their project(s) in the most **clear and concise** manner from both technical and cost standpoints. All awards are subject to the availability of state funds. Grants are not final until the award letters are executed. The level of funding and effective dates of the project will be set forth in the notification of the grant award.

Funding and Program Criteria:

1. **Grant amount cap, project costs for professional/technical services and performance bonding criteria:**
 - a. Grant amount cap: applications for minor capital improvement projects must not exceed \$95,000 per site.
 - b. Project costs for professional/technical services: up to 5 percent of the requested amount may be dedicated to purchase services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge.
 - c. Performance bonding: in accordance with C.G.S. Section 49-41, the CSDE will require performance bonds on any job where the total estimated to cost of labor and materials under the contract is \$25,000 or more. At the time the contract is drawn, the CSDE will ask the grantee to submit the contractor certificate and bond.
2. **Program criteria:** Programs that are applying for a grant must submit documentation indicating:
 - a. The program is under a contract or grant to provide services to children birth-to-5 years of age.
 - b. The facility is owned by the applicant or the applicant has a multi-year lease for at least 10 years remaining, with competitive and comparable rental costs. The CSDE must receive PROSPECTIVE NOTIFICATION in the event the building site goes up for sale within the 10-year term of the grant. If the building is sold during the 10-year term of the grant, the grant’s

- terms shall be assumed by the new building owner and will continue to apply until the 10-year grant period expires.
- c. The site will be utilized to house the applicant’s early childhood program for a minimum of 10 years from the date of approval for the funding.
 - d. All new construction funded through this grant must comply with all applicable state and federal codes, regulations, laws and standards.
 - e. Playground projects will adhere to the safety guidelines adopted by Connecticut’s Department of Consumer Protection and the guidelines for play areas established through the ADA. Prior to use of the playground, equipment shall be inspected by an independent, qualified safety inspector hired by the owner.
 - f. The site is licensed by the Connecticut State Department of Public Health (DPH), unless exempt. If exempt, Appendix C - Licensing Status Verification Form (see page 57) must be completed and submitted with the application.
 - g. The program is accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved.

Requesting a Grant for Multiple Project Construction Components

Applicants are not limited to a single project.

- For different types of projects at a single site:
 - complete a single application, which covers all work to be done at that site;
 - provide detailed supporting information regarding each type of project for which you seek a grant;
 - submit an individual project description, budget and corresponding budget narrative for **each project**. (Examples: Upgrading of restrooms and playground alterations would require separate project descriptions, separate budgets and separate budget narratives);
 - include an overall budget that includes and summarizes the individual budgets for all the projects for which you seek a grant at this particular site; and
 - make sure the overall budget does not exceed \$95,000 per site.
- For projects at different sites:
 - complete and submit a separate application for each site;
 - make sure the overall budget does not exceed \$95,000 per site; and
 - if more than one project per site, please see above.

The CSDE reserves the Right to Fund select components of an application, if the full scope of work is deemed to be either cost or time prohibitive.

Priorities for Funding:

Scoring priority will be given to:

- Programs located outside of public school buildings;
- Projects to correct code violations;
- Renovations where a safety concern has been identified;
- Projects to obtain or keep national accreditation; and
- Minor new construction/addition to convert existing space into classroom space.

Grant Period:

Grants will be awarded for a two-year period during which time all projects shall be completed. All funds are subject to approval by the Connecticut State Bond Commission.

Due Date:

Proposals, REGARDLESS OF POSTMARK DATE, must be received no later than 4 P.M. on **Friday, August 22, 2014**. **Extensions will NOT be granted**. The original proposal must bear original signatures of the authorized legal representative of the applicant, the fiscal agent/fiduciary and the building owner, as specified on and appropriate to each form.

Grant Contact:

Amparo Garcia, Lead Planning Analyst, 860-713-6783 (PHONE), 860-713-7042 (FAX),
E-MAIL: amparo.garcia@ct.gov

Applicants' Questions Procedure:

Interested applicants may submit questions regarding this RFP to Amparo García, the Grant Contact, through facsimile (860-713-7042) or e-mail (amparo.garcia@ct.gov.) To be considered, **questions regarding this RFP must be received in writing by the Grant Contact no later than 3 P.M. Eastern Standard Time, on Wednesday, July 2, 2014**. Questions should be submitted as early as possible. Such questions must identify the source (i.e., program and individual), and must relate to the RFP or the procurement process to be answered. The CSDE may combine similar questions and give only one answer. It is solely the applicant's responsibility to ensure and verify the Grant Contact's receipt of questions.

The CSDE will respond only to those questions submitted by the date and time listed above. Official responses to questions will be in the form of a "Questions/Answers Addendum" to this RFP, posted on the Office of Early Childhood Web page at <http://www.ct.gov/oec/site/default.asp>, and on the CSDE's RFP Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2683&Q=320346>

The anticipated posting/release date for the "Questions/Answers Addendum" is July 25, 2014. It is solely the applicant's responsibility to access the Office of Early Childhood Web page, or the CSDE's RFP Web page, to obtain any and all addendums or official announcements pertaining to this RFP.

To submit a responsive proposal, **THE APPLICANT SHALL** include a signed acknowledgment of the receipt of each addendum (see SAMPLE on page 17) posted to the Office of Early Childhood Web page and the CSDE's RFP Web page.

Overview of Procurement Schedule:

Dates after the due date for proposals ("Proposals Due") are target dates only (*).

RFP Released: June 11, 2014

Deadline for Questions: July 2, 2014, 3 P.M. Eastern Standard Time

Answers Released: July 25, 2014

Proposals Due: **August 22, 2014, 4 P.M. Eastern Standard Time**

(* State Bond Commission approval: December 12, 2014

(* Projected start date for work funded under this RFP: February 1, 2015

(* Projects shall be completed by June 30, 2016

The CSDE may amend the schedule, as needed. Any change will be made by means of an addendum to this RFP and will be posted on the Office of Early Childhood Web page at <http://www.ct.gov/oec/site/default.asp>, and the CSDE's RFP Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2683&Q=320346>

General Proposal Requirements:

The proposal must identify the site name, location of the building and description of each proposed project, with clear language around the perceived need for the work. Each applicant's proposal must include a statement of

agreement by the respective fiscal agent, who will be acting as the fiduciary. A form for grantees or applicants to identify the fiscal agent/fiduciary is included on page 35.

Project Reporting:

Grantees must submit a final report when the project is completed. These reports will be in a format determined by the CSDE. The final report will include, but not be limited to, final expenditure information, a project close-out checklist, evidence that the work has been reviewed and approved by the local building official, copies of permits issued during the course of construction, all change orders issued, documentation which supports competitive bidding requirements that meet the applicant organization’s own bidding process, and pictures of the altered space at the conclusion of the project. Additional information regarding the final report will follow.

General Submission Requirements:

An acceptable submission must include the following:

- One (1) original proposal carrying original signatures and clearly marked on the cover as “Original.” **The CSDE will not evaluate unsigned proposals.**
- Two (2) electronic copies in Portable Document Format (PDF) file format of the original proposal, one copy on each of two compact disks clearly labeled **with the Legal Name of the applicant and EC BOND FUNDS MCI RFP.**

Grant Requirements:

Applicants must complete and submit all items listed in *Part II: Application Requirements*, pages 11 through 13.

Because the project will be supported by state grant funds, prevailing wage rates may apply. These rates are addressed in Sections 31-55a and 31-53 of the Connecticut General Statutes and are applicable, dependent upon project dollar thresholds. For questions regarding wage rates, contact the Department of Labor at 860-263-6791 or at <http://www.ctdol.state.ct.us/wgwkstnd/prevailwage.htm>.

Payment Processes:

Grants issued against these bonds will be paid using the CSDE’s online Prepayment Grant System (PGS). Fiscal agents/fiduciaries may request funds one month prior to anticipated expenditure, and requests may be submitted monthly. For questions regarding the PPGS, please contact Karen Calabrese at 860-713-6472 or at karen.calabrese@ct.gov.

Under no circumstances will payment exceed the amount of the grant awarded. If your actual project costs exceed your grant award, you will be required to cover the additional costs in some other way.

Retainage:

The CSDE will hold back 5 percent of each award, pending confirmation of final project expenditures. Therefore, over the course of your project, you may draw down up to 95 percent of the grant.

At the completion of work authorized and funded by the grant, a confirmation of final project expenditures package shall be submitted to Amparo García. Such package shall include:

- Certification from the applicant or owner that the work done was satisfactorily completed;
- Affidavit of final payment(s) to contractor(s);
- Copies of all bills pertinent to the minor capital improvement project(s); and
- Copy of the certificate of occupancy from the local building inspector, if applicable.

Fiscal Agent/Fiduciary:

Eligible program applicants listed on Attachment A (pages 38-54) that are already established and in direct receipt of state funds may act as their own fiduciary.

Contract Provisions:

The legislation, which makes these funds available, calls for a contract between CSDE and each grantee. Note that the contract will contain language around repayment of a prorated portion of a grant, should the facility no longer be used for the program-related purpose for which funds were received.

Section II: Application Requirements

1. Grant Cover Sheet:

The Grant Cover Sheet is page 1 of the proposal. The format for the cover sheet appears on page 16 of this document. The cover sheet must be signed by the person authorized to sign the proposal on behalf of the legal entity, as well as the fiscal agent/fiduciary who will administer these funds. Please note that the signature(s) of the person(s) authorized to sign for the applicant must also be provided on the Statement of Assurances Signature page (see page 31) submitted with the grant.

2. Receipt of Addendum Acknowledgement(s):

Proposals must include signed Addendum Acknowledgement(s), which will be found at the end of any and all addenda to this RFP. See SAMPLE on page 17.

3. Child Care Licensing Status Verification:

If the site is exempt from licensing by the Connecticut Department of Public Health (DPH), submit the Licensing Status Verification Form (see page 58).

4. CHEFA's Letter of Consent to Placement of Lien:

Proposals from applicants who have loans from the Connecticut Health and Educational Facilities Authority (CHEFA) must include with the application written consent from CHEFA for the placement of a lien on the property occupied by the program in favor of the Department of Education in the amount of the grant (see page 6).

5. Table of Contents:

All proposals must include a Table of Contents with correct page numbers.

6. Abstract Page – Not to exceed three (3) double-spaced pages; bid(s), photos and FF&E list(s), if applicable, should be placed immediately after the 3-page Abstract.

Describe the proposed project (or projects, if multiple projects per single site.) Be sure to address the following:

- a. the need for the project(s);
- b. summary of the work to be undertaken;
- c. explanation of how the project(s) support(s) and/or will improve the quality of the early childhood program;
- d. whether the project(s) has(have) support from parents and your program's policy group;
- e. how the children/families will be accommodated during the actual construction phase;
- f. the resources used to develop and cost out your project (professional design services, quotes from contractors, etc.);
- g. competitive bidding assurance: describe your organization's procedures or the fiduciary's (if the fiduciary is different from the applicant) procedures for securing bids for project(s) and your compliance with those procedures for this (these) project(s); (*)
- h. as appropriate, attach a list of furniture, fixtures and equipment (FF&E) with item descriptions, quantities and unit prices (work stations, chairs, tables, playground equipment, etc.) Where known, include manufacturer and model numbers; and

- i. include up to three (3) photos/pictures for project(s) or site BEFORE the project(s) is (are) started. The photos should demonstrate the need for your project(s) and support any particular hardship you identify in your abstract narrative.

(*) Please make sure to also complete the Competitive Bidding Assurance Form on page 26.

7. Project Questionnaire:

Applicants must fill out this form (pages 19-22), which is designed to gather basic information about the project(s), such as the age of the building, the estimated project(s) costs and highlights of other key data elements (through use of check-off items) that are detailed in your abstract.

8. Budget Form – ED 114:

Using the ED 114 on page 23, categorize the anticipated expenditures for your project during the period July 1, 2014, through June 30, 2015. Figures should reflect current market prices. For multiple projects at a single site, please include one ED 114 for each project, as well as one ED 114 summarizing all projects at the site.

9. Budget Justification:

Provide a detailed explanation of each line item expenditure in your proposed budget using the sample form on page 25. For multiple projects at a single site, please include one budget justification for each project, as well as one budget justification for the overall budget that summarizes all projects at the site. If you will use any funds from local sources, indicate the amount and describe how those funds will be utilized to support your project.

10. Competitive Bidding Assurance (page 26):

All projects must be competitively bid in accordance with the fiduciary's procedures for securing bids for a project. In the event that only one person or firm is qualified or responds to your request, you must be able to document the specialized nature of the project and/or skill required, which would make a sole-source contractor the only avenue for your project. In the absence of sufficient justification, project costs will be disallowed. With regard to purchases of furniture, fixtures and equipment, you must provide evidence to support your choice of the most economical pricing.

11. Statement of Assurances and Signature Page:

The Statement of Assurances and Signature Page are found on pages 27-31. The Statement of Assurances Signature Page included in this grant must be signed by the person(s) authorized to sign for the applicant agency on behalf of the legal entity, and the project fiscal agent/fiduciary. Please note that the signature(s) of the person(s) authorized to sign for the applicant must also be provided on the Grant Cover page (see page 16) of the grant application submitted with the grant.

Applicants need only include the Statement of Assurances Signature page (see page 31) with submission of their grant application.

12. Affirmative Action Packet and Certification Form:

This grant application contains the "Affirmative Action Certification Form" certifying that an Affirmative Action Plan is on file with the CSDE (see page 32). The individual authorized to sign on behalf of the applicant must sign and return the Affirmative Action Certification Form and submit such form with the grant application.

13. Supplement Not Supplant Assurance: See page 34.

14. Code Compliance Assurance: See page 35.

15. Fiscal Agent/Fiduciary Identification Form: See page 36.

16. Permission to Allow Capital Improvements to Leased or Rented Space And Agreement for Placement of Lien: For programs operated in leased or rented space, the applicant must submit a copy of the lease or sub-lease, as well as a copy of the deed for the building, and obtain the building owner’s permission to make building improvements and placement of lien(s). This form is to be used to evidence that such permission is granted and it requires the original signature of the building owner. See page 37.

Attachments:

Attachments other than the required appendices or forms, herein identified, are not permitted and will not be evaluated. Further, the required appendices or forms must not be altered or used to extend, enhance or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.

Style Requirements:

Submitted proposals must conform to the following specifications:

- Binding Type: Loose leaf binders with the Legal Name of the applicant, and the RFP Name appearing on the outside front cover of each binder **EC BOND FUNDS MCI RFP**;
- Dividers: A tab sheet keyed to the table of contents must separate each subsection of the proposal; the title of each subsection must appear on the tab sheet;
- Paper Size: 8½” x 11”, “portrait” orientation ;
- Print Style: Single-sided pages;
- Font Size: Minimum of 11-point;
- Font Type: Arial or Times New Roman;
- Margins: The binding edge margin of all pages shall be a minimum of one and one half inches (1½“); all other margins shall be 1”;
- Line Spacing: Double-spaced; and
- Pagination: The applicant’s name must be displayed in the header of each page. All pages, from the grant cover sheet through the required appendices and forms, must be numbered consecutively in the footer.

The CSDE will not evaluate proposals from organizations that do not meet the qualifications listed above.

Packaging and Labeling Requirements:

All proposals must be submitted in sealed envelopes or packages and be addressed to Amparo García, the Grant Contact. The legal name and address of the applicant organization must appear in the upper left corner of the envelope or package. The RFP name must be clearly displayed on the envelope or package **EC BOND FUNDS MCI RFP**.

Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by the CSDE as a clerical function, but it will not be evaluated.

Section III: Application Process

Obligations of Grantees:

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes Section 4a-60, 4a-60a and Sections 4a-68j-I et seq. of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

Freedom of Information Act:

All of the information contained in a proposal submitted in response to this Request for Proposal (RFP) is subject to the Freedom of Information Act Sections 1-200 et seq. (FOIA). The FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect and receive a copy of such records.

Management Control of the Program and Grant Consultation:

The Grantee must have complete management control of this grant. While the CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

State Monitoring:

The state may conduct site visits to grantees and sub-grantees, funded under this grant program, to monitor a project's progress and the grantee's compliance with the funding rules which govern the project. **At the completion of a project, the state may require an audit of your project. Maintain all project-related documentation in an organized manner in anticipation of the state's request.**

Proposals Due Date and Time:

Grant applications (the original plus two electronic copies), **IRRESPECTIVE OF POSTMARK DATE, must be received by 4 P.M. Eastern Standard Time, on or before Friday, August 22, 2014. Extensions will NOT be granted.** The original grant application must bear original signatures of those individuals specified on the Grant Cover sheet.

Faxed and/or scanned copies of the application will not be accepted.

The CSDE will not accept a postmark date as the basis for meeting the submission due date and time. Respondents should not interpret or otherwise construe receipt of a proposal after the due date and time as acceptance of the proposal, since the actual receipt of the proposal is a clerical function. The CSDE suggests the applicant use certified or registered mail, or a delivery service such as United Parcel Service (UPS) to deliver the proposal.

When hand-delivering proposals, submitters should allow extra time to comply with building security procedures and delivery and receiving requirements.

Proposals submitted in response to this RFP shall not be considered received by the CSDE until Amparo García, the Grant Contact, or an appointed designee actually receives such proposals.

Mailing and Delivery Information:

Mailing Address:	Delivery Address:
AMPARO GARCIA Lead Planning Analyst Connecticut Office of Early Childhood P.O. Box 2219 Hartford, CT 06145-2219	AMPARO GARCIA Lead Planning Analyst Connecticut Office of Early Childhood 165 Capitol Avenue, Room G-35 Hartford, CT 06106

Evaluation of Proposals:

1. Evaluation Process:

It is the intent of the CSDE to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP.

2. Evaluation Team:

The CSDE will designate an evaluation team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the evaluation team. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any respondent (or representative of any respondent) to contact or influence any member of the evaluation team may result in disqualification of the respondent.

3. Minimum Submission Requirements:

All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must: (1) be received on or before the due date and time; (2) meet the application requirements (see Section II); and (3) be complete. Proposals that fail to follow instructions or satisfy the submission requirements will not be reviewed further. The CSDE will reject any proposal that deviates from the requirements of this RFP.

4. Evaluation Criteria/Weighting:

Proposals meeting the submission requirements will be evaluated according to the established criteria. The criteria are the objective standards that the evaluation team will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are disclosed below.

- A. Abstract and Overall Project(s) summary 25 percent;
- B. Project(s) Priority (see page 7 above) and Need Justification 30 percent;
- C. Project(s) Construction Requirements 25 percent;
- D. Budget and Budget Narrative 15 percent; and
- E. Applicant Organization Standing 5 percent.

Grant Awards:

The CSDE reserves the right to make grant awards under this bond authorization without discussion with the applicants. Therefore, applicants should submit proposal(s) that present the project(s) in the most **clear and concise** manner from both technical and cost standpoints. **All awards are subject to availability of funds. Applicants are cautioned not to commit funds until the contract process is completed and an official grant award letter is received.**

The Commissioner of Education reserves the right not to fund an applicant if it is determined that: 1) the applicant is unable to manage the grant; 2) an award to a particular grantee is not in the best interest of the state; 3) the project for which the application was made is not consistent with the priorities set out in this RFP; or 4) there are other applications and/or grant compliance issues associated with the grantee’s submission.

Section IV: Application Forms**(Excluding Required Project Abstract and Receipt of Addendum Acknowledgement)****CONNECTICUT STATE DEPARTMENT OF EDUCATION
EC BOND FUNDS FOR MINOR CAPITAL IMPROVEMENTS GRANT PROGRAM****Grant Period: July 1, 2014, to June 30, 2016****Grant Cover Sheet
To Be Completed and Submitted with the Grant Application**

<u>APPLICANT:</u> (Name, Address, Telephone, Fax)	<u>LOCAL PROGRAM TITLE:</u> <u>PROGRAM FUNDING DATES:</u> From July 1, 2014, to June 30, 2016
<u>LOCAL APPLICANT CONTACT PERSON:</u> (Name, Address, Telephone, Fax)	<u>ESTIMATED FUNDING:</u>

We, _____, the undersigned submit this proposal on behalf of the applicant, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the project, as described herein.

SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSAL ON BEHALF OF

LEGAL ENTITY NAMED BELOW: _____

TYPE OR PRINT NAME OF AUTHORIZED PERSON: _____

TITLE OF AUTHORIZED PERSON: _____

LEGAL BUSINESS NAME: _____ **Date:** _____

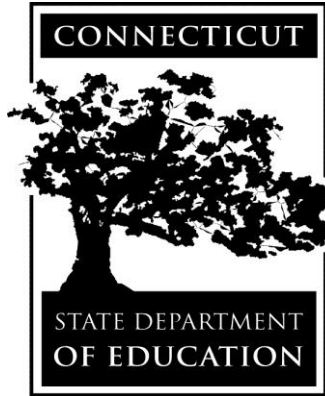
Signature (Fiscal Agent / Fiduciary): _____

Name (typed): _____

Title and Affiliation (program or town): _____ **Date:** _____

SAMPLE - RECEIPT OF ADDENDUM ACKNOWLEDGEMENT(S)

CONNECTICUT STATE DEPARTMENT OF EDUCATION



**EARLY CHILDHOOD BOND FUNDS GRANT PROGRAM
FOR MINOR CAPITAL IMPROVEMENTS REQUEST FOR PROPOSALS**

Addendum Number _____

Date Issued:

Approved: _____
Amparo Garcia

State of Connecticut Department of Education
(Grant Contact)

This Addendum must be signed and returned with your submission.

Authorized Signer

Name of Program

ABSTRACT
(Describe the proposed project.)

Not to exceed three (3) pages, double-spaced.

The 3-page Abstract must be immediately followed by:

- **Bid(s) in accordance with your organization’s competitive bidding procedures or the fiduciary’s (if the fiduciary is different from the applicant);**
- **3 photos per project; and**
- **FF&E list(s), if applicable**

PROJECT QUESTIONNAIRE

Name of person responsible for project oversight: _____

Email: _____

Phone number(s): _____ (w) _____ (c)

General Building/ EC Program Data:

Name of building

Street Address

Town, State, Zip code

This building is (check one):

- Owned by the applicant.
- Under a long-term lease (10 or more years). Years remaining under this agreement _____.
- Occupying in-kind space in a public school building. (Be sure to identify in "Name" above.)
- Occupying in-kind space in another public facility. (Be sure to identify in "Name" above.)
- Occupying in-kind space in a church or other private facility. (Be sure to identify in "Name" above.)
- Other (describe) _____

Original construction date for the building section named in project: _____

In the past five years, has any work been done in the portion of the building which houses or will house your program? No Yes (describe: nature of work, approximate cost and source of funding)

Current number of state-funded (School Readiness/State-funded Day Care Center) approved spaces: _____

FOR EACH COMPONENT OF THE PROJECT, SUBMIT THE FOLLOWING:

Construction Timelines:

Estimated date to begin construction: _____

Estimated date to complete construction: _____

Occupancy target date: _____

Costs:

Total estimated project cost: \$_____

Will the project be fully funded by this grant? YES _____ NO _____

If NO, please describe other sources of funding _____

Indicate all reasons for the project (check all that apply):

Programmatic changes within the facility (describe) _____

Repurposing of existing space (describe) _____

Correction of Code Violations _____

Upgrade of facility due to general age and condition _____

Replacement of equipment and furnishings which have outlasted their useful life _____

Upgrade of facility to current voice, data and video technology standards (describe) _____

Increase program space to accommodate increased enrollment (describe) _____

Energy Conservation (describe) _____

Other (describe) _____

INDICATE NEED FOR ALL COMPONENTS THE FULL PROJECT:

Indicate the priority you give to each area of work using a number from the following scale:

1 most critical component **2** critical work but less urgent than “1” **3** recommended work but not critical/urgent

Code Compliance (check all that apply): OSHA ADA Building Health Fire

Finishes (check all that apply): walls floor coverings ceilings Other (describe) _____

Kitchen Renovation

Electrical

Plumbing

Mechanical/Heating Ventilating and Cooling (HVAC)

Site (check all that apply): Parking Passenger loading Entrances/exits Walkways

Restrooms

Window Replacement

Windows must meet the requirements of the Building Code, including energy efficiency and wind/impact loads, as well as rescue and ventilation when applicable.

Roof Replacement; provide age of existing roof to be replaced: _____

Roof must meet the minimum requirements of the building code. New roof must have a life expectancy of at least 20 years.

Repair for damages due to catastrophic loss (fire, flood, wind, etc.) (Describe) _____

Minor Addition/New Construction (must be compliant with codes)

Square footage to be added: _____

Estimated Cost per Square Foot: _____

Programs/activities to be housed in the new space: _____

General alterations/renovation of existing space (must be compliant with codes)

Square footage affected by project: _____

Extent of anticipated construction: Light Medium Heavy

Estimated Cost per Square Foot: _____

Programs/activities to be addressed in reconfiguration: _____

___ Security systems (check all that apply): ___ Installing ___ Replacing ___ Fencing

___ Video surveillance devices ___ Other (describe): _____

___ Playgrounds (check all that apply): ___ Shading ___ Surfacing ___ Fencing ___ Redesign

___ Play equipment upgrades ___ Play area expansion

In the Abstract, you must identify/describe: surfacing/ground cover; major types of equipment and associated activity (climbing, pretending, etc.); ground-level play components; elevated play components; any general hazards; age-group(s) for which the playground is intended. If more than one age group, confirm that appropriate separations are provided. Include a statement which confirms that 1) playground surfacing shall meet or exceed the U.S. Consumer Product Safety Commission (CPSC) Guidelines for critical height required by the play components included in your design; 2) the contractor shall confirm final maximum fall height requirements and appropriate surfacing thickness with the plays cape manufacturer prior to construction; and 3) in accordance with the CPSC Public Playground Safety Handbook, prior to use of the playground, the equipment shall be inspected by an independent qualified safety inspector, hired by the owner. **NOTE THAT PLAY EQUIPMENT SHOULD BE AGE APPROPRIATE.**

Reference Materials for Playgrounds:

- American Public Health Association (APHA) and American Academy of Pediatrics (AAP) *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Settings*. Third Edition, 2011. This publication may be found at: http://nrckids.org/CFOC3/CFOC3_color.pdf
- *Public Playground Safety Handbook* (Pub. #325 April 2008) – The U.S. Consumer Product Safety Commission (CPSC). These guidelines were adopted by Connecticut’s Department of Consumer Protection, and the publication may be found at: <http://www.cpsc.gov/cpscpub/pubs/325.pdf>.
- *The 2010 ADA Standards for Accessible Design*. These standards include guidance around Play Areas, and may be found at: <http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm#c10>.

Budget

ED 114 BUDGET FORM: FISCAL YEAR 2015

GRANTEE NAME:		GRANTEE CODE:	
GRANT TITLE:	Early Childhood Bond Funds For Minor Capital Improvements Grant Program		
PROJECT TITLE:	Minor Capital Improvements		
ACCOUNTING CLASSIFICATION:	FUND: 12052	SPID: 43582	YEAR: 2015
	PROG: 83004	CF1: 170003	CF2: SDE0000X
GRANT PERIOD: 07/01/14 – 06/30/16	AUTHORIZED AMOUNT:		
CODES	DESCRIPTIONS	BUDGET AMOUNT	
300	PURCHASED PROFESSIONAL/TECHNICAL SERVICES		
400	PURCHASED PROPERTY SERVICES, INCLUDING CONSTRUCTION		
500	OTHER PURCHASED SERVICES		
600	OTHER SUPPLIES		
700	PROPERTY		
800	OTHER OBJECTS		
	TOTAL		

_____ Original Request Date

_____ Revised Request Date

State Department of Education
Program Manager Authorization

_____ Date of Approval

Budget Object Codes

300 **Purchased Professional/Technical Services:** Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers and other design specialists who provided professional and/or technical guidance for your project.

400 **Purchased Property Services, Including Construction:** Expenditures for services to operate, repair, maintain and rent property owned and/or used by the grantee. These are payments for services performed by persons other than grantee employees and include construction services (remodeling and renovation), payments to contractors* for major permanent structural alterations and for the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems or other service systems in existing buildings.

* In addition to general contractors, other purchased labor should be reported here.

500 **Other Purchased Services:** All other payments for services rendered by organizations or personnel not on the grantee payroll and not detailed in lines 300 and 400.

600 **Other Supplies:** On this line, include the cost of any supplies or building materials to be purchased directly by the grantee. (If a general contractor is being used, report the entire contract amount—inclusive of materials—under line 400; do not break out the supplies/materials separately.)

700 **Property:** Includes expenditures for improvements of grounds (site and/or playground improvements such as surfacing, shading, fencing, safety compliance), as well as new or replacement equipment. Examples of eligible items include but are not limited to: electrical surveillance equipment; intercoms; boilers and other built-in equipment; playground equipment associated with approved playground projects; equipment and furnishings necessary to successful program operation and child safety.

In accordance with the Connecticut State Comptroller’s definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000 and the useful life of more than one year and data processing equipment that has a unit price under \$1,000 and a useful life of not less than five years.

800 **Other Objects (Miscellaneous Expenditures):** Expenditures for goods or services not properly classified in one of the above objects; included in the category could be expenditures for dues and fees, judgments against a grantee that are not covered by liability insurance and interest payments on bonds and notes. Building permits and/or inspection fees may be reported here.

Budget Justification

1. Use this page to justify the use of proposed line item expenditures to implement the Local RFP for the Early Childhood Bond Funds for Minor Capital Improvements Grant Program.

For Example:

300	Purchased Professional/Technical Services	
	Architect to design updated, code compliant child bathroom	\$600
	Two hours at \$100 per hour, plus eight hours at \$50 per hour	

COMPETITIVE BIDDING ASSURANCE

I hereby provide assurance that my Early Childhood program will competitively bid all construction components of the project. With regard to furniture, fixtures and equipment (FF&E), we will select the most economical pricing available, after product research. Supporting documentation will be maintained locally.

Applicant/Program

Program Owner/Operator Signature

Date

Program Owner/Operator Name, Printed

Program Owner/Operator Title, Printed

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and “contract” include any extension or modification of the Contract or contract;
- iii. "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. “good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and “contract” do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g)(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- M.** The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.
- N.** The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

EARLY CHILDHOOD BOND FUNDS GRANT PROGRAM

Statement of Assurances Signature Page*

We, the undersigned authorized officials, do hereby certify that these assurances shall be fully implemented.

SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSAL

ON BEHALF OF LEGAL ENTITY NAMED BELOW:

TYPE OR PRINT NAME OF AUTHORIZED PERSON _____

TITLE OF AUTHORIZED PERSON _____

LEGAL BUSINESS NAME: _____ **Date:** _____

Signature (Fiscal Agent / Fiduciary): _____

Name (typed): _____

Title and Affiliation (program or town): _____ **Date:** _____

* Applicants need only include the Statement of Assurances Signature Page with submission of their grant application.

EARLY CHILDHOOD BOND FUNDS GRANT PROGRAM

AFFIRMATIVE ACTION PACKET

The Affirmative Action Certification Form must be signed by the applicant agency's authorized official(s) and submitted with the grant application.

In accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to have a complete Affirmative Action Packet on file with the State Department of Education. This grant application contains the "Certification Form" certifying that an Affirmative Action Plan is on file with the State Department of Education. The individual(s) authorized to sign on behalf of the applicant agency must sign the Affirmative Action Certification Form and submit such form with the grant application.

Applicants who do not have an Affirmative Action packet on file with the State Department of Education must obtain and submit a completed packet with their grant application. An Affirmative Action packet can be obtained through:

**Connecticut State Department of Education
Affirmative Action Office
25 Industrial Park Road
Middletown, Connecticut 06457
860-807-2101**

EARLY CHILDHOOD BOND FUNDS GRANT PROGRAM
AFFIRMATIVE ACTION CERTIFICATION FORM

AFFIRMATIVE ACTION CERTIFICATION

**AN AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE CONNECTICUT STATE
DEPARTMENT OF EDUCATION**

If a current affirmative action plan is on file with the CSDE, complete and sign the certification statement (below) and submit this page as part of your proposal.

If a current affirmative action plan is not on file, complete the affirmative action packet and submit as part of your proposal.

**CERTIFICATION THAT A CURRENT
AFFIRMATIVE ACTION PLAN IS ON FILE***

I (We), the undersigned authorized official(s), hereby certify that the current Affirmative Action Plan for _____, the applicant organization/agency, is on file with the Connecticut State Department of Education. The Affirmative Action Plan is, by reference, part of this application.

Name of Authorized Official (please type)

Title

Signature of Authorized Official

Date

*Municipalities, including local and regional boards of education, are not required to fill out an affirmative action packet.

SUPPLEMENT NOT SUPPLANT ASSURANCE

I, the undersigned authorized official, hereby provide assurance that:

Program funds distributed to my district/program will be used only to supplement, and to the extent practical, increase the levels of funds that would, in the absence of these funds, be made available from federal, other state or local sources. In no case will the state funds allocated to my district/program be used to supplant funds from federal, other state or local sources, including, but not limited to, Connecticut General Statutes Chapter 173 – “Public School Building Projects.”

I understand that failure to comply with these provisions will result in the loss of funds to my district/program under the state program.

Applicant/Program Name

Program Owner/Operator Signature

Date

Program Owner/Operator Name, Printed

Program Owner/Operator Title, Printed

CODE COMPLIANCE ASSURANCE

I hereby provide assurance that my early childhood program will secure all necessary approvals pertaining to OSHA, fire, ADA, and building and health codes as they relate to the expenses associated with this project. (Note: If your program receives any federal dollars (Title 9, school nutrition programs, etc.), you will be subject to 504/ADA requirements.) Further, we will ensure that local officials conduct a review of the plans and specifications for the project in accordance with local building permit requirements.

Applicant/Program

Program Owner/Operator Signature

Date

Program Owner/Operator Name, Printed

Program Owner/Operator Title, Printed

EARLY CHILDHOOD BOND FUNDS GRANT PROGRAM
FISCAL AGENT/FIDUCIARY

Identify the fiscal agent/fiduciary for the Early Childhood Bond Funds Grant Program.

Note: The person so named below shall also be required to sign the grant application cover sheet, as well as the Statement of Assurances.

Identify Fiscal Agency: _____

Street Address: _____

City, State, Zip Code: _____

Telephone: _____	Fax: _____
------------------	------------

Primary Contact Person: Name: _____	E-mail: _____
-------------------------------------	---------------

Federal ID #: _____

Permission to Allow Improvements and Minor Capital Repairs to Leased or Rented Facility and Agreement for Placement of Lien

If your program operates in a leased and/or rented facility, you must submit a statement signed by the owner of the premises which certifies that you are authorized to make facility improvements and minor capital repairs to that portion of the premises which houses or will house your program. In addition, you must submit a copy of the lease or sub-lease and the deed for the premises.

Acknowledgement and Certification of Owner of Premises and Agreement for Placement of Lien

The undersigned represents that the legal title to the premises located at

_____, _____, Connecticut is in the
Street Address Town

name of _____ (the ‘Owner’), and that the undersigned is authorized to act on behalf of the Owner.

On behalf of the Owner, I hereby grant permission for the _____
Legal name of early childhood program

(the “Operator”), as consistent with the grant application, to make facility improvements and minor capital repairs to that portion of the facilities that house the program outlined in this application.

Further, I acknowledge that the Owner and the Operator are parties to a multi-year lease, having 10 or more years remaining with competitive and comparable rental costs, and that the facility improvements and minor capital repairs for which permission has been granted will improve the condition of the premises named above, and will inure to the benefit of the Owner. In consideration of these improvements and benefit to the Owner, the Owner agrees that the State of Connecticut may place a lien in the amount of the grant against the premises on the land records of the municipality in which the premises are located. The Owner agrees to execute any documents required to make the lien effective. In the event that I, the owner/landlord, breach this lease, I agree to repay the grant in accordance with legislation.*

In the event of the sale of the premises within the 10-year term of the lease, I certify that:

- The CSDE will be provided advanced written notification of the sale
- The new owner will be provided written notification of this grant application at the time of sale.

Signature of Owner‡ Date

Printed Name of Owner‡

‡ If the facility owner is a corporation, you must submit a resolution of the corporation confirming that the person whose signature appears here is authorized to enter into such agreements on behalf of the Owner.

* Pursuant to Section 15 of Public Act 12-189 and Section 38 of Public Act 07-7 JSS, there is a repayment provision for this grant should the property no longer be used for the operation of a program of the type for which the grant was intended and paid. Repayment shall be made in an amount equal to the amount of the grant, except that the repayment amount shall be reduced by 10 percent (10%) for each full year of the 10-year period that a program of the type for which the grant was made remained in operation in the facility. In accordance with these provisions of law, the state shall place a lien equal to the amount of the award on the property.

Appendix A

**Child Care Programs Currently Eligible to apply
for Early Childhood Bond Funds for Minor Capital Improvements**

2014 SCHOOL READINESS FUNDED PROGRAMS BY TOWN AND SITE

TOWN	PRIORITY SCHOOL READINESS PROGRAMS
Ansonia	Ansonia Public Schools
	Julia Day Nursery, Inc.
	TEAM, Inc.
	Valley YMCA
Bloomfield	Bloomfield Early Learning Center, Inc.
	Bright Horizons
	First Congregational Church Nursery School
Bridgeport	A Child's World
	ABCD
	Ella Jackson
	George Pipkin's Way
	Inner City Child Care
	Jamie Hulley Center
	Trumbull Gardens
	West End Child Care Center
	Affordable and Loving CCC
	Bridgeport Public Schools
	Barnum
	Beardsley
	Blackham
	Bryant
	Cesar Batalla
	Columbus
	Hallen
	Luis Munoz Marin
	Park City Magnet
	Read
	Roosevelt
	Tisdale
	Waltersville
	CES
	Care Around the Clock
	Cheyenne's Daycare
	Honey Bear Learning Center

	Housatonic Comm. College Lab School
	Kingdom's Little Ones Academy
	Kingdom's Little Ones Academy - Stratford Ave.
	Kingdom's Little Ones Academy - Union Street
	Kingdom's Little Ones Day Care
	Precious Memories
	Precious Memories I
	Precious Memories II
	Precious Memories III
	St. Paul's Child Dev. Center
	YMCA
	YMCA-PALS 1
	YMCA-PALS 5
	YMCA-Kolbe
Bristol	Board of Education
	Mt. View
	Southside
	Bristol Preschool Child Care Center
	School Street
	West Street
	Boys and Girls Club @ Imagine Nation Preschool Learning Center
Danbury	Action Early Learning Center (CACD)
	CIFC Head Start
	Danbury Public Schools
	First Step Preschool
	Hudson Country Montessori
	Interfaith Early Learning Center
	Salvation Army
	St. Peter @ Sacred Heart
	WCSU Child Care Center
	YMCA Children's Center-Bethel
East Hartford	East Hartford Public Schools
	Hockanum
	Silva's Youth of Today Child Care
	YMCA
	First Church

	Canterbury Street
	Larson
	YWCA - Early Learning Center
Hartford	Capitol Child Development Center
	Catholic Charities
	Beacon ELC
	Il Paraíso Infantil
	Southside Family Center
	SS Cyril and Methodius
	CRT
	Douglas Early Learning Center
	Grace Street
	Laurel Street
	Locust Street Center
	T.D. Ritter Center
	Crayons & Numbers Day Care
	CREC River Street Early Learning Center
	City of Hartford / OFYC
	Hyland
	Metzner
	Waverly Early Learning Center
	Wilson Gray
	Hartford Neighborhood Centers
	Hartford Public Schools
	Batchelder
	Burr Elementary School
	Burns Latino Studies
	Clark Elementary School
	Dwight
	Kennelly
	ML King
	Moylan Elementary School
	Naylor Elementary School
	Parkville Elementary School
	Rawson Elementary School
	Sanchez Elementary
	Simpson-Waverly
	MD Fox

	Wish
	Little Angels
	Little Angels Learning Center @ Zion
	Little Angels Learning Center @ Burns
	Pequeñín Children's Multicultural Readiness Program
	Pride & Joy
	Salvation Army - The Right Place
	The Right Place
	North End Corps
	The Village - Travelers Early Childhood Learning Ctr.
	Trinity College Community Child Center
	Women's League Child Development Center
	YWCA - The Growing Tree
Meriden	Catholic Charities
	Catholic Charities - Colony Street
	Catholic Charities - St. Stan's
	Center Preschool Inc.
	Easter Seals All Kids Child Care
	First Congregational Nursery School
	St. Andrew's Nursery School
	WFC Dooley Child Dev. Center
	YMCA
	YMCA Meriden Child Care Center
	Platt High
	Maloney High
	YMCA Head Start
Middletown	Board of Education
	Snow School
	South Farms
	Smart Early Learning Center
	Town and Country Early Learning
	YMCA
	Phelps Ingersoll
	MacDonough School
	Bielefield
New Britain	Board of Education

	DiLoreto Magnet
	Gaffney School
	Lincoln School
	NBCSR at Smith
	Boys & Girls Club
	Early Learning Center
	Hospital for Special Care
	Human Resource Agency (HRA)
	Ben Franklin Expansion
	HRA North Oak
	Pope John Paul II
	YWCA of New Britain
	Glen Street
	Gaffney Portable
New Haven	Bethesda Nursery School
	Calvin Hill
	Catholic Charities
	Centro San Jose
	Child Development Center
	Children's Preschool
	Creating Kids Museum
	Edith B. Jackson
	Farnam Neighborhood
	Friends Center for Children
	Gateway Community College
	Leila Day Nursery
	Little School House
	LULAC Head Start
	LULAC Head Start
	LULAC Head Start at Crossroads
	LULAC @ Mill River
	Montessori School on Edgewood
	Morning Glory Day Care
	Morning Glory - Chapel Street
	Morning Glory - Parmalee Avenue
	New Haven Board of Education
	Bishop Woods
	Columbus Pre-K

	Dwight
	East Rock
	HPS @ Lulac
	Hill Central
	Nathan Hale
	Wexler Grant
	Phyllis Bodel Center
	Saint Aedan Elementary School
	Saint Francis/St. Rose
	United Community Nursery
	Westville Community Nursery School
	Yale New Haven Hospital
	Yale New Haven Hospital DCC
	Yale New Haven Hospital Raphael Campus
	YMCA
New London	Child Works Preschool
	Connecticut College Child Care
	Child & Family Agency of SECT
	New London Day Nursery
	Groton/Mystic Early Childhood Dev. Center
	Riverfront Children's Center
	TVCCA Head Start
	TVCCA Early Learners Early Education Program
Norwalk	Carousel Preschool
	CFS/Room to Grow
	Children's Playhouse
	Bouton Street
	West Avenue
	Growing Seeds Child Dev. Center
	L'il Critters Preschool Inc
	Norwalk Housing Authority
	Benjamin Franklin Head Start
	Nathaniel Ely
	Norwalk Community College
	Norwalk Public Schools
	Brookside Elementary
	Naramake School

	The Marvin "Under One Roof"
Norwich	Mayflower Montessori School
	Norwich Public Schools
	Bishop
	Norwich Family Resource Center
	Bishop
	Stanton
	Wequonnoc
	Pooh Corner Preschool
	TVCCA Little Learners
	TVCCA Head Start
Putnam	Putnam Family Resource Center
Stamford	Child Care Learning Center
	Maple Avenue
	Palmer's Hill Child Dev. Center
	William Pitt Child Dev. Center
	St Clements
	Stamford Board of Education at Rippowam
Waterbury	The Ark
	Child Dev. Center I
	Child Dev. Center II
	Board of Education
	Buck's Hill
	Carrington
	Duggan
	Gilmartin
	Reed
	Catholic Charities
	Child Dev. Ctr. (Cooke St.)
	Child Dev. Ctr. (South Main St.)
	Children's Center of Greater Waterbury
	Children's Community School
	Easter Seals/All Kids Child Care Ctr.
	Ave. of Industry
	Tompkins Street
	Family Resource Centers

	Chase School
	Wilson School
	Kids Town, LLC
	New Opportunities
	Muriel H. Moore
	Slocum Head Start Center
	NVCC Discovery School
	Rainbow Academy
	St. Mary's Hospital Child Day Care
	Waterbury Youth Services
	YMCA Child Care - West Main Street
West Haven	East Shore CDC (in Milford)
	Kid's Club
	Tutor Time Learning Center
	West Haven Child Dev. Center
	West Haven Community Head Start
Windham	Margaret Wilson Child & Family Dev. Ctr.
	New Heights Child Dev. Program
	Windham Public Schools
	Natchaug Elementary
	Prospect Street
	Sweeney School
	Windham Center
	Windham Willimantic Child Care & Family Ctr.

2014 COMPETITIVE SCHOOL READINESS FUNDED PROGRAMS BY TOWN AND BY SITE

TOWN	COMPETITIVE SCHOOL READINESS PROGRAMS
Andover	Andover Elementary School
Ashford	Ashford School
Beacon Falls	Laurel Ledge Elementary
Brooklyn	Brooklyn School
Canterbury	Canterbury Elementary
Chaplin	Chaplin Elementary
Colchester	CASTLE
	Colchester Early Childhood Program
	Curley's Kids Care
Coventry	Coventry Early Childhood Center
Derby	Derby School Readiness
East Haven	FRC Preschool @ DC Moore Elementary
Eastford	Eastford Elementary School
Ellington	Hockanum Valley Child Day Care Center
	Somers Cooperative Preschool
Enfield	Enfield Child Development Center
Greenwich	First Steps Preschool
Griswold	Griswold Preschool
	Little Log School House
	TVCCA / Taftville HS

Groton	Child & Family Agency ECDC
	Riverfront Children's Center
Hamden	Church Street School
	Helen Street School
Hampton	Hampton Elementary School
Hebron	Gilead Hill School
Killingly	FRC @ Goodyear EC Center
	Killingly Memorial
Lebanon	Lebanon Public School
Ledyard	Ledyard SR @ Gallup Hill
Lisbon	Lisbon Central School
	LSRC
Manchester	Manchester Early Learning Center
Mansfield	Community Children's Center
	Mansfield Discovery Depot
	Uconn Child Development Labs
	Willow House
Milford	Ready to Learn @ Orange Avenue School
Naugatuck	Central Avenue Preschool
North Canaan	Canaan Child Care Center
Plainfield	Plainfield Early Care Center
Plainville	Plainville Day Care at Toffolon
Plymouth	Plymouth FRC

	The Learning Center
Scotland	Scotland Elementary School
Seymour	Chatfield-LoPresti Elementary School
Shelton	Shelton School Readiness
Sprague	Sayles Elementary
Stafford	West Stafford School
Sterling	Sterling School Readiness
Stratford	Franklin Academy Preschool
	Stratford Academy Preschool
Thomaston	Black Rock School
	Play and Learn Child Development Center
Thompson	Mary R. Fisher Elementary
Thompson	St. Josephs
Torrington	Litchfield County Head Start-Forest Court
	Torrington Child Care Center
Vernon	Hockanum Valley Child Day Care
	Vernon Preschool Head Start
Voluntown	Voluntown Elementary
West Hartford	Bugbee PreK
	Charter Oak Pre-K
	JCC-Beatrice Fox Auerbach Early CC
	Knight Hall School
	Preschool @ Smith Pre-K
	Preschool @ Webster Hill Pre-K
	School for Young Children
	YWCA Elmwood Early Learning Ctr-Htfd.

	Reg.
Winchester	Batcheller Head Start
	Winsted Area Child Care Center
Windsor	First Church Early Learning Center
Windsor Locks	Windsor Locks SR @ North Street School
Wolcott	Children's Village

**2014 STATE-FUNDED DAY CARE CENTER PROGRAMS
BY TOWN AND SITE**

TOWN	STATE FUNDED CENTER PROGRAMS
Bloomfield	Bloomfield Early Learning Center
Branford	Branford Early Learning Center
Bridgeport	ABCD inner City Children's Daycare Center
Bridgeport	ABCD @ Cesar Batalia CCC
Bridgeport	ABCD @ George Pipkin Head Start
Bridgeport	ABCD @ Trumbull Gardens CCC
Bridgeport	ABCD @ West End CCC
Bridgeport	ABCD CCC @ Holy Name of Jesus
Bridgeport	ABCD Middlebrooks School CCC
Bridgeport	Jaime A. Hulley CCC
Bridgeport	Lucille Johnson CCC
Bridgeport	Care Around the Clock
Bridgeport	St. Mark's Day Care Center
Bridgeport	Bridgeport YMCA / Kolbe Educational Center
Bristol	Bristol Preschool CCC - School Street
Bristol	Bristol Preschol CCC - West Street
Danbury	Action Early Learning Center
Danbury	Interfaith Early Learning Center
Enfield	Town of Enfield CDC - High Street
Enfield	Town of Enfield CDC - South Road
Greenwich	Family Centers Preschool
Greenwich	Gateway School
Greenwich	Joan Melber Warburg Early Childhood
Groton	Riverfront Children's Center

Guilford	Guilford Center for Children
Hamden	Sleeping Giant Day Care
Hartford	Catholic Charities - Beacon
Hartford	Asylum Hill
Hartford	Hartford Infant Toddler Early Learning Center
Hartford	Hyland Early Learning Center
Hartford	Metzner Early Learning Center
Hartford	Trinity College Community Child Center
Hartford	Women's League Child Development Center
Hartford	YWCA - The Growing Tree
Hartford	Laurel Elementary
Hartford	Job Corps. Academy CDC
Hartford	Locust Early Care and Education
Hartford	CRT Middletown Early Care and Education
Hartford	Central Baptist Day Care
Hartford	Richard A. Battles Day Care Center
Hartford	Warburton Day Care Center
Hartford	Our Lady of Fatima DCC
Manchester	Manchester Early Learning Center
Manchester	Bowers Elementary
Manchester	Keeney Elementary
Manchester	Robertson Elementary
Manchester	Verplanck Elementary
Manchester	Washington Elementary
Mansfield	Mansfield Discovery Depot
Meriden	YMCA Meriden CCC
Milford	East Shore Day Care Center
Milford	Good Shepherd Daycare Center
Milford	Derby Day Care Center
Milford	Lower Naugatuck Valley School
Milford	TEAM, Inc. Egan Center

Naugatuck	Naugatuck Day Care Center
New Britain	HRA of New Britain - B. Franklin Early CC
New Canaan	Day Care Center of New Canaan
New Haven	Dixwell Early Childhood Learning Center
New Haven	LULAC Head Start
New Haven	LULAC Head Start - Mill River Center
New Haven	Job Corps Child Development Center
New Haven	Friends Center for Children
New Haven	Montessori School on Edgewood
New Haven	St. Andrew's Child Care Center
New Haven	Elizabeth Celotto Child Care Center
New London	Groton-Mystic Early Childhood Dev. Center
New London	New London Day Nursery
New Milford	Children's Center of New Milford
Newington	Southfield Children's Center
Newtown	Children's Adventure Center
North Haven	Community Services Day Care Center
Norwalk	Neon Head Start
Norwalk	Neon @ Ben Franklin
Plainville	Plainville Day Care Center
Plymouth	Terryville/Plymouth DCC
Southington	Margaret C. Griffin CDC
Stamford	Franklin Commons CDC
Stamford	Palmers Hill CDC
Stamford	Westover SR & FRC
Stamford	Yerwood DCC

Torrington	Torrington Child Care Center
Vernon	Hockanum Valley Child Day Care Center
Wallingford	Wallingford Community Day Care
Waterbury	Muriel Moore Child Development Center
Waterbury	Slocum School Head Start
Watertown	Kangaroo's Korner
West Haven	West Haven Child Development Center
Winsted	Winsted Area Child Care Center - Lake St.
Winsted	Winsted Area Child Care Center - Prospect St.
Windham	Windham/Willimantic Child Care & Fam. Dev.
Windham	New Heights Child Development Program
TVCCA	Carelot Children's Center - Clubhouse
TVCCA	TVCCA Little Learners/Head Start New London
TVCCA	TVCCA Groton Head Start/Little Learners
TVCCA	TVCCA Little Learners
TVCCA	TVCCA Little Learners Groton
TVCCA	Carelot Children's Center-East Lyme
TVCCA	Carelot Children's Center-Waterford
TVCCA	Carelot Children's Center - Brooklyn
TVCCA	Carelot Children's Center - Chaplin
TVCCA	Carelot Children's Center - Killingly
TVCCA	TVCCA Little Learners
YMCA	Indian Valley YMCA
YMCA	YMCA Larson Center

Appendix B

APPLICATION CHECKLIST
To Be Completed by

BASIC ELIGIBILITY APPLICATION CHECKLIST

To Be Completed by Applicant staff other than Grant Writer, and CSDE/OEC staff

Request for Proposal Name: EC Bond Funds for Minor Capital Improvements Grant Program

Applicant/Program: _____ **Grant Writer's Name:** _____

Name of Person completing Checklist: _____ **Title:** _____

Please be sure to check each box in the Applicant column as you review the proposal to indicate that the required document is included. Submit completed Checklist with your proposal.

<u>ITEM</u>	<u>APPLICANT</u>	<u>CSDE/OEC</u>
• Grant Cover Sheet	_____	_____
• Receipt of Addendum Acknowledgement(s)	_____	_____
• Child Care Licensing Status Verification Appendix C (if applicable)	_____	_____
• CHEFA's Letter of Consent to Placement of Lien (if applicable)	_____	_____
• Abstract Page: up to 3 double-spaced pages; must be followed by bid(s) as appropriate, 3 photos/project, FF&E list(s), if applicable	_____	_____
• Project Questionnaire	_____	_____
• Budget Form – ED 114	_____	_____
• Budget Justification	_____	_____
• Competitive Bidding Assurance	_____	_____
• Statement of Assurances	_____	_____
• Affirmative Action Plan	_____	_____
• Supplement Not Supplant Assurance	_____	_____
• Code Compliance Assurance	_____	_____
• Fiscal Agent/Fiduciary Identification Form	_____	_____
• Permission to Allow Capital Improvements to Leased or Rented Space and Agreement for Placement of Lien(s)	_____	_____
○ Copy of the multi-year lease or sub-lease for at least 10 years remaining with competitive and comparable rental costs	_____	_____
○ Copy of the deed for the building	_____	_____
○ Resolution of the corporation authorizing signatory, if the building owner is a corporation	_____	_____

Reviewed by CSDE/OEC:

Name: _____ Title _____ Date: _____

Appendix C

Licensing Status Verification Form

Licensing Status Verification Form

The Connecticut General Statutes, Section 19a-77(b), provides that a program administered by a public school system is not required to be licensed to operate. In addition, the licensing requirement does not apply to programs administered by private schools that are approved by the State Board of Education and have filed a yearly attendance form with the Connecticut State Department of Education (CSDE). "Administered by" means that a public school system or a CSDE approved private school retains responsibility for the management and oversight of the program and for the program staff and the children served.

If a grantee submits to the CSDE sub-grantee applications with sites that are not licensed by the Department of Public Health to provide child day care, the grantee must complete this form for each non-licensed site. One of the following persons must complete and sign this form, as appropriate: the superintendent of schools, charter school director, administrator of a CSDE-approved private school, or executive director of a Regional Education Service Center (RESC).

Please check the appropriate boxes below with an "X," provide your signature, and indicate whether your board of education, charter school, CSDE-approved private school or RESC administers the program.

_____ located at _____
 (Name of Program) (Program Address)

_____ **Yes** The board of education, charter school, CSDE-approved private school, RESC administers the above-named program and, therefore, retains responsibility for the management and oversight of such program, for the staff employed at the program and the children attending the program. This arrangement is effective from:

(start date): _____ to (end date): _____.

_____ **No** The board of education, charter school, CSDE-approved private school, RESC does not administer the above-named program, and does not retain responsibility for the management and oversight of such program, for the staff employed at the program and the children attending the program.

 Signature of Program Administrator

 Program Administrator Name, Printed

Affiliation (select one):

Superintendent of Schools

Charter School Director

CSDE-Approved Private School Administrator

RESC Executive Director

for the _____
 Name of Grantee

Grantee Type (select one)

Board of Education

Charter School

CSDE-Approved Private School

RESC

at _____
 City or Town

 Phone Number