



# **BEST Grantee Guide**

## **Cash Grant Projects**



**COLORADO**  
Department of Education

Congratulations on receiving a Building Excellent Schools Today cash grant!

Before you get started with your project, we ask that you review the information provided in the following pages. Your grant agreement requires several pieces of documentation throughout your project, as well as a certain amount of communication and collaboration with your Regional Program Manager (BEST Staff). Staying on top of the necessary documentation will assist you and BEST Staff in assuring a successful project and timely payment of vendors.

Please share this information with other staff and consultants assisting with the project and reach out to your RPM with any questions.

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## **KICK OFF and PROGRAM BASICS**

### **I. GETTING STARTED**

Before embarking on the hiring of consultants and vendors, be sure to fully understand the scope of work identified in your awarded grant, the budget submitted, and the content of your grant agreement, including required submittals, BEST Construction Guidelines and Rules.

The awarded grant amount is specifically and exclusively available for the scope of work identified in your grant application, up to the amount awarded. The scope of work may not be expanded due to cost savings, and cost overruns will be the responsibility of the grantee. If your project has the potential to be enhanced by other grants, additional funds outside of those identified in the BEST grant, or by additional stakeholder participation, the scope and agreements associated with the BEST grant should be isolated from those enhancements. Use separate vendor agreements for work that expands the project beyond the BEST grant agreed upon scope.

### **II. COMMUNICATIONS and ROLES**

Communication between the grantee and CDE throughout the project is critical to success. Setting up monthly check-ins (at a minimum) with your Regional Program Manager for the project duration is strongly recommended. This ensures proper support and guidance in advance of critical decisions is possible and the grant requirements are being met.

Grantee role includes:

- Project management and execution
- Procurement and contracting
- Decision makers
- Meet grant expectations, applicable laws and requirements
- Engage with CDE

BEST staff's role includes:

- Providing consistent grantee support, as a thought partner and resource
- Grant Management, including reviews and approvals, reimbursements and compliance
- Funder

### **III. CONTRACTS**

Your project will involve several contracts with vendors and consultants. The Division does not provide contract templates for consultant and vendor contracts. Instead, we recommend grantees utilize one of the standard format contracts regularly used by the industry (AIA, ConsensusDocs, DBIA, etc.) as the basis of construction contracts. Grantees should utilize the services of their legal counsel in drafting or modifying contract language agreeable to the grantee and in compliance with the provisions required by the grant agreements. We recommend that contracts incorporate by reference the grant agreement

and RFQs used in the procurement of vendors in order to ensure these requirements are passed through to the vendors executing the work.

If you intend to use your own contracts, it is advisable to include them in your procurement documents. Your grant agreement requires certain specific minimum insurance coverages for worker's compensation, general liability, and automobile liability, and must include several provisions required by statute in regard to Colorado labor, etc. Construction contracts exceeding \$50,000 must require performance and payment bonds of each contractor.

On the [Contracting for BEST Projects](#) page on our website, we have provided a checklist for review of vendor contracts, as well as a BEST Service Provider Contract Exhibit that may be referenced in your vendor contracts to assist with meeting those requirements. **Be sure also to provide a copy of your contracts to BEST staff for review and record.**

#### IV. PROCUREMENT

Selecting consultants and vendors is a critical component to the success of any construction project. It is in everyone's best interest that the most qualified design professionals are procured in a transparent manner in order to give every project its highest opportunity for success and to demonstrate the appropriate stewardship of public resources.

The [Capital Construction Procurement](#) page on the BEST website offers a required procedure for the procurement of professional services. In the application for a BEST grant, applicants agree to strive toward a fair, transparent, competitive, and documented bid/selection process for all vendors. Alternative procurement methods may be considered and are to be agreed upon and specified prior to grant award.

Dollar thresholds are in place for the levels of public advertisement and competitiveness required for professional services and construction procurement, and provided on the procurement page referenced above. Fees for professional services anticipated to be greater than \$100,000 require a public notification and request for qualification, and construction projects greater than \$250,000 require solicitation through Advertisement for Bids or RFP with public notice as outlined in the guidelines.

In support of the recommended process described in the guidelines, BEST Staff can provide additional tools, resources, and templates for procurement, including RFQ templates, scoring worksheets, sample decision memoranda, and sample interview invitations and questions.

Since procurement documents are unique to each vendor type and each project's parameters, we ask that you please work with BEST staff for assistance with the preparation and distribution of procurement documents well in advance of their release. BEST staff can assist the procurement process by posting notice of project solicitations via ListServe, an email list that does include numerous vendors providing an array of services to school projects in Colorado.

## ONGOING EXPECTATIONS and CONSTRUCTION

### I. CDE APPROVALS

BEST staff should be engaged throughout a project, but there are several items that it is important to request review and approval prior to moving forward with a decision. We understand that decisions can be time sensitive at times, but early communication and approval ensures that costs expended are eligible to be reimbursed. Documents below should be shared with BEST staff, as applicable for your project:

- Project Budget
- Design Milestones, including all issued drawings and space programs
- Scope changes/Change Orders
- FF&E (including technology) layouts and orders
- Project Schedules and any changes

### II. PROJECT CHANGES

Changes to vendor contracts are inevitable on construction projects. Typically, these take the form of a Construction Change Order or Additional Services Request from a design consultant. ***Prior to executing change orders or add-services, notify BEST staff of the content of these documents and verify they are within the scope of your grant project.*** Change Orders should be vetted by your Owner's Representative for pricing consistency in relation to the contract and industry standards. Backup documentation should be provided with Change Orders to BEST staff for review and record. All Fund Requests which contain invoices with a Change Order or Additional Service (contract amount change) should include a copy of the change order and a description of the change. Owner-initiated change orders to redo completed work meeting original specifications are not permitted.

### III. FINALIZED PROJECT BUDGET

You provided a detailed budget in your grant application as a means to identify all included costs. As you begin a project, that information will need to be reformatted for use as a finalized project budget to track through the project for the required budget updates.

Finalized Project budgets must include the following:

- 1) A column displaying the final Grant Application project budget with line items matching those submitted in the grant application.
- 2) A column displaying the budget as revised during the design stage.
- 3) A column displaying the final approved budget at the time of Guaranteed Maximum Price or Bid, following review with BEST Staff.
- 4) An adjustment column displaying any changes from the final approved budget
- 5) All contingencies and allowances, identified separately, with all changes approved by BEST staff in advance of cost commitment.

A project budget template may be provided on request. You may also utilize your own format or that of a consulting Owner's Representative if it includes the above items. A sample of an acceptable Finalized Project Budget is provided in the Appendix.

***It is important to note that the grantee will be responsible for any project costs in excess of the Grant Amount. The state portion of any grant funds not expended will be forfeited.***

#### **Budget milestones**

At the time of bid or Guaranteed Maximum Price (GMP), the budget must be finalized with categories as described above. All deviations not identified in the finalized budget as "Add Alternates" will require advance approval from BEST staff. At this point in the project, milestone project drawings and specifications should be provided electronically to BEST staff for review of project scope.

#### **IV. FURNITURE FIXTURES AND EQUIPMENT, TECHNOLOGY**

If applicable to, and included in the scope of your grant, all itemized furniture, fixture and equipment (FF&E) and technology lists must be approved ***in advance of ordering***, with an accompanying budget, by your BEST Staff. FF&E and technology budgets are typically finalized once construction has begun. Once the FF&E and technology lists have been established, the grantee must meet with BEST staff to review the lists prior to finalizing a budget. **Division approval is required for these budgets to ensure the items being requested are eligible for grant funding, align with the scope of the grant, and fit within the overall project budget.** BEST staff will retain the FF&E and technology lists to validate invoiced goods against the approved budget during the fund request process. Our Furniture, Fixtures, and Equipment Guidelines are included in the appendix.

#### **V. ADD ALTERNATE AND VALUE ENGINEERING LISTS**

Add alternate and value engineering (VE) lists are developed as a result of budget constraints during the budget review process. Add Alternates are those enhancements to the quality of the scope identified in the grant application that are contingent on the bid results and budget savings throughout the project.

**Add alternates may not include new scope not included in the application.** A grantee is able to develop a list of goods or services within the grant scope they wish to incorporate into the project if funds are made available at a later date within the course of construction due to cost savings or the release of contingency dollars. BEST staff must approve these lists as they are developed and prior to the commitment of funds. The incorporation of scope identified in add alternate and value engineering lists must be completed prior to occupancy. A grantee may only allocate additional funds to the project if the items identified were on their pre-approved lists. If the grantee did not develop an add alternate or VE list at the time of bidding or GMP and prior to occupancy and there are excess funds remaining at the end of the project, the grantee may not use those funds for additional project expenses.

Add alternates by nature are intended to allow for the project to be tailored to the budget. Work to address the core deficiencies identified in the original grant proposal should always be included in a project's base scope, with alternates representing enhancements within that scope. Remember that the grant contract requires the Grantee to complete the scope identified in the grant, regardless of whether the eventual project exceeds the planned budget or grant amount requested. Reductions in scope

relative to the awarded grant require written approval from BEST staff or director, and forfeiture of the associated line item cost as described in the grant application from the Grant Amount.

## **VI. DEMOLITION AND ABATEMENT COSTS**

When an awarded grant includes scope for demolition and abatement of existing structures, that demolition is considered base scope of the grant. Failure to complete demolition will be considered a deviation from the awarded grant scope, may be in breach of the contract, and therefore require written approval from BEST staff or director.

In particular when demolition will occur after completion of a replacement facility, care must be taken to maintain the demolition and abatement budgets throughout construction, and perform investigations and diligence early in order to appropriately manage contingencies to ensure completion of the demolition scope. As noted above, if scope is not completed, the associated budgeted funds are forfeited, which means cost savings from omitting demolition is not a means to make up for budget shortfalls elsewhere.

## **VII. CONTINGENCIES AND ALLOWANCES**

Contingencies are established in the initial stages of a construction project as reserves to mitigate risk. The two most common types of contingencies are construction contingencies and owner's contingencies. The construction contingency is to cover changes identified throughout the construction that weren't budgeted for when the bid or GMP was established. An owner's contingency is to cover owner initiated changes identified throughout construction. These contingencies can also be used to fund add alternates or items that were value engineered out of the project due to budget concerns.

BEST staff will monitor any changes to contingency amounts during their fund request budget reviews. If contingency dollars are being utilized for change orders within the established project budget, the budget must reflect the movement of funds to the appropriate budget line item. If contingency dollars are being requested to fund add alternate or VE items, BEST staff will review the grantees supplied lists to verify the proposed expenditure's prior approval by the Division. Unused grant contingency dollars at the end of the project will remain unspent.

Allowances are established budget items set aside for a specific purpose for which the exact cost is unknown at the time of the grant application. For example, demolition or unusual site costs, such as the installation of a traffic light. Allowances stipulated in a grant application should be clearly identified in the finalized project budget. Amounts allocated to an allowance cannot be used for other items in the budget, fulfilling cost overruns, unforeseen issues, or additional scopes of work. If an allowance budget is not spent on the specific budget item, the allowance balance must be returned to the Division. BEST staff will monitor any allowance item noted in a grantee budget.

## **VIII. FUND REQUESTS**

CC-06 Fund Request is to be submitted as costs are incurred, on a monthly basis. If no costs are incurred, or the amount due in a given month would be minimal (i.e. under \$1,000), fund requests may be submitted less frequently. The CC-06 form can be found on our website at the link below, under

“Forms”. Pertinent information for filling out the fund request can be found on the Exhibit A of the executed Grant Agreement, which identifies the PO number, the grant amounts, match amounts, and matching percentages. Each CC-06 submitted should include:

- CC-06 forms signed and submitted per instructions on the form.
- All associated invoices: Multiple invoices from a single vendor should be combined on a single line, with invoice numbers identified in parenthesis.
- All Contracts or PO’s associated with each invoice
- Provide an updated Project Budget each time a Fund Request is submitted.

New in 2024, fund requests will be submitted through CDE’s GAINS grant administration system, with the CC-06 and accompanying backup invoices uploaded into the system to support the request for grant funds. A GAINS specific training will be provided and available via the BEST website.

Upon approval of a complete fund request, the district will receive reimbursement for the state matching portion of the total request. The grantee may make direct payments to vendors at any time prior to submitting a fund request for reimbursement by Colorado Department of Education (CDE). CDE will not be responsible for late fees.

## IX. CONCURRENT PROJECTS

The BEST grant is a scope-based grant to complete a scope of work identified in the grant application, with costs paid for actual expenses not to exceed the awarded amount. Additional scope not identified in the grant application may not be included in grant fund requests. Costs for BEST scope must be easily distinguishable in vendor invoicing in order to be eligible for reimbursement. Therefore, it is ***strongly recommended*** that vendor contracts be kept separate for any non-BEST work occurring in parallel. It is the grantee’s responsibility to maintain and document clear separation in contracts and vendor invoices to document the expenses attributable only to the BEST grant. Failure to separate grant scope in contracts and invoicing may result in significant delays for reimbursement of project costs as well as time and effort by vendors to identify separated costs after-the-fact.

## X. INELIGIBLE EXPENSES

Some typical expenses that do not qualify for reimbursement from grant funds include:

- School or district employee time
- Sales Tax that should be exempt
- Late Fees for unpaid invoices
- Added scope not identified in the grant application
- Small, non-disposable tools used in the project
- Educational supplies, software, and other consumables identified in the FF&E Guidelines
- Extended warranties or service contracts
- Redoing work already installed and completed in accordance with construction documents
- Costs for temporary construction must be temporary (modular rentals, leased spaces). For a temporary construction cost, only the net cost is eligible if an asset is purchased to be sold after construction.

Please contact BEST staff with questions regarding any unusual expenses prior to incurring them. Expenses not qualifying for grant reimbursement will be the responsibility of the grantee, so when in doubt, be in communication to avoid incurring unnecessary or unexpected costs.

## **XI. GRANT RESERVE/SUPPLEMENTAL GRANT REQUESTS**

In the past, additional funding was available in the event that significant circumstances were to arise during the execution of a grant project that could not have been foreseen at the time of grant award.

***This is no longer the case, and grant reserves are no longer maintained.*** Per the grant agreement, the grantee is responsible for any costs in excess of the grant amount. Additional funding due to unforeseen circumstances may be requested in the form of a supplemental grant request in the next regular grant cycle, however there are no guarantees of success, as supplemental grants compete against all other grants for limited funding.

## **PROJECT CLOSEOUT**

### **I. PROJECT MONITORING**

The grant agreement requires written progress reports detailing project progress, as well as documentation demonstrating that key customary quality control processes such as design review, inspections, permitting, and quality testing have been completed. Exhibit C: Deliverables and Submittals in your grant agreement requests additional project specific deliverables as determined by BEST staff, but does not negate any deliverables specified in your grant agreement or sublease.

As the project progresses, please include or copy BEST staff on key project communications and documentation including:

- Updates to the school board
- Meeting minutes
- Field observation reports
- Testing and inspection reports
- Permit approvals
- Milestone drawings and specifications
- Project schedule updates
- All vendor contracts, and
- All change orders as they are generated.

Your representative may also schedule visits to observe project progress and sit in on key meetings. Your agreement requires that you maintain and retain a complete file of all documents pertaining to the project. However, key items will be requested electronically by staff for our own records.

## **II. GRANT CLOSEOUT**

As a reminder, after the building is occupied for its intended purpose, no additional change orders or purchases not previously added to an add alternate list will be eligible, with the exception of design errors or omissions required to be resolved. Refer to the add alternate and FF&E sections for more information.

Upon completion of the project, the final fund request must be accompanied by a Final Report CC-05 form. In addition, a copy of the final project budget should be included if not already provided. The Exhibit C: Deliverables section of the grant agreement should be consultant for other required deliverables.

Upon closeout of the grant, no additional funds may be requested. Each of these forms is available on the 'Forms' page of the BEST website.

## **RESOURCES**

### **I. REFERENCES**

The following links can be found on the Resources page of our website, and are reproduced here. The appendix includes several documents referenced above.

[BEST Frequently Asked Questions](#)

[BEST Furniture, Fixtures & Equipment Guidelines](#)

[Capital Construction Procurement](#)

[Contracting for BEST Projects](#)

[BEST Forms](#)

[Construction Guidelines](#)

[CCAB Rules](#)

## **II. APPENDIX CONTENTS**

[Sample Finalized Project Budget](#)

[Checklist for Review of Vendor Contracts](#)

[Sample CC-06: Cash Grant Funding Request](#)

[Sample CC-05: Project Final Report](#)

**School District A**  
K-12 Renovations

**Total Grant Amount:** \$ 1,000,000.00  
Grant PO Number: 15CCB011

Category	Description	Initial Budget Per BEST Grant	Design Adjustments	Finalized Budget at GMP/Bid	Adjustments to Finalized	Current Project Budget	Expenditures to Date	Balance Remaining
		A	B	C = (A+B)	D	E = (C+D)	F	G = (E-F)
Design/Consulting Fees	Architect, OR, Cx	\$ 90,000.00	\$ (5,000.00)	\$ 85,000.00	\$ -	\$ 85,000.00	\$ -	\$ 85,000.00
City and Planning Fees		\$ 8,000.00	\$ (2,000.00)	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
Utility and Development Costs	Water/Sewer	\$ 25,000.00	\$ 5,000.00	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
Site Survey and Soils Report	Geotech	\$ 12,000.00	\$ 2,000.00	\$ 14,000.00	\$ -	\$ 14,000.00	\$ -	\$ 14,000.00
Materials Testing, Inspections	3rd Party Inspections	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Environmental	Abatement	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00
Building Systems Infrastructure (By Owner)	Phone/Data Cabling	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00
Furniture, Fixtures, Equipment		\$ 120,000.00	\$ -	\$ 120,000.00	\$ -	\$ 120,000.00	\$ -	\$ 120,000.00
Permits, Taxes, Fees		\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Construction Hard Cost	ABC General Contractors (GMP)	\$ 549,000.00	\$ 11,000.00	\$ 560,000.00	\$ -	\$ 560,000.00	\$ -	\$ 560,000.00
Owner Contingency		\$ 100,000.00	\$ (11,000.00)	\$ 89,000.00	\$ -	\$ 89,000.00	\$ -	\$ 89,000.00
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Reserve	Use only if awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ 1,000,000.00



## Checklist for Review of Professional Services Agreements on BEST Projects

The checklist below is provided as a non-exhaustive reference when reviewing and negotiating agreements for professional services for projects involving Building Excellent Schools Today grant funding. Please carefully review each item, and discuss any questions with your legal counsel and CDE Division of Capital Construction staff.

- \_\_\_ Legal Counsel has reviewed the contract and any modifications against grant contract/sublease requirements
- \_\_\_ RFQ/RFP and any exhibits are included by reference and attached to the contract
- \_\_\_ Sublease or Cash Grant Contract is included by reference and attached
- \_\_\_ BEST Service Provider Contract Exhibit is attached and referenced (if necessary)
- \_\_\_ Contract is based on an industry standard format (AIA, ConsensusDocs, DBIA) and/or thoroughly prepared and coordinated by the district's legal counsel with other related contracts
- \_\_\_ Contract Amount is specified and clear, includes the complete scope necessary, and falls within the grant budget. No exclusions are identified that should fall within the grant scope
- \_\_\_ Scope of Work Exhibit is attached or referenced if scope not identified within the agreement
- \_\_\_ Insurance provisions and bonding requirements have been reviewed carefully and are in alignment with Sublease or Cash Grant Contract requirements, and LEA policy, whichever is more stringent
- \_\_\_ Reimbursable expenses for professional service providers are at cost or within a reasonable markup if a not-to-exceed format, or included within an agreed upon fixed price or rate
- \_\_\_ No limitations on liability, or any such limitations are agreeable according to legal counsel and are in accordance with grant contract
- \_\_\_ Indemnification clauses have been reviewed by legal counsel, and the right to governmental immunity has been retained
- \_\_\_ Dispute resolution procedures are well defined and in accordance with legal counsel recommendations, district/school policy, and grant contract or sublease requirements
- \_\_\_ No late charges or delayed payment charges are included, or, if such charges are included, sufficient time is allowed for processing of BEST Lease/Purchase fund requests
- \_\_\_ Additional Services or Contract Modification provisions are agreeable, well defined, and tied only to increases in the scope of services. Professional services fees are fixed and not directly tied to increases/decreases in final cost of construction, or the methodology for establishing the final amount is clear.
- \_\_\_ All referenced exhibits or addenda have been reviewed and are included in the final contract
- \_\_\_ Termination clauses have been reviewed and agreed upon by legal counsel
- \_\_\_ Assignment clauses are included as required by cash grant agreement or sublease
- \_\_\_ A fully executed agreement is on record



Requesting District			
1. District Name: Anytown School District 7J		County: Arapahoe	
Address: 1234 Mainstreet			
City: Anytown		State: CO	Zip: 80000
2. Contact Name: John Doe		Contact Phone: (970) 000-0000	Fax: (970) 000-0001
Contact E-mail: john_doe@anytown.k12		Date of Request: 08/01/19	
3. Project Title: K-12 HVAC Replacement			
Awarded BEST FY: 2019-20		CDE Accounting PO #: 2020-0001	
Breakdown of Dollars Requested			
	Vendor Name:	Total of Invoice(s):	
Vendor 1	ABC Constructors (Invoices #107832 and #107833)	\$10,000.00	
Vendor 2	DEF Consultants (Invoice #1023)	\$4,500.00	
Vendor 3			
Vendor 4			
Vendor 5			
Vendor 6			
Vendor 7			
Vendor 8			
Note: Fund requests can be submitted once a month. Please provide invoices from all vendors listed above. Statements and purchase orders will not be accepted.		<b>Total Vendor Costs:</b>	<b>\$14,500.00</b>
****Please fill out the three boxes below prior to submittal****			
<b><u>Grantee Adjusted Match %</u></b> 33.00000000%	<b><u>Total Prior Billings (previous line 8 total)</u></b> \$12,000.00		<b><u>Total Project Cost</u></b> \$1,200,000.00
Financial Summary of Project			
	State Grant	Grantee Match	Total
4. Total Amount of the Contribution/Grant	\$804,000.00	\$396,000.00	\$1,200,000.00
5. Amount Previously Paid/Requested to Date	\$8,040.00	\$3,960.00	\$12,000.00
6. Amount Available before Current Request	\$795,960.00	\$392,040.00	\$1,188,000.00
7. Amount of this Request	<b>\$9,715.00</b>	\$4,785.00	\$14,500.00
8. Total Billings to Date	\$17,755.00	\$8,745.00	\$26,500.00
9. Total Available Balance	<b>\$786,245.00</b>	<b>\$387,255.00</b>	<b>\$1,173,500.00</b>
10. Proposed Project Dates	Start Date: 08/01/19	Completion Date: 08/15/20	
The Grantee certifies that the above information is true; that the funds requested are for the project for which the grantee received the grant; and that the vendors listed provided services or materials for the project for which the grantee received the grant.			
Printed Name of Authorized Representative: John Doe			Title: Superintendent
Signature of Authorized Representative:			Date: 08/01/19
Return Funding Requests to: BESTSchools@cde.state.co.us and Carbon Copy (CC): Your Regional Program Manager			



# Capital Construction Project Final Report

Due upon completion of project

## SECTION 1: PROJECT INFORMATION

Grantee:	Anytown School District 7J
Project Title:	K-12 HVAC Replacement
Awarded in FY:	2019-2020
CDE Accounting PO#:	2020-001
Project Start Date:	8/1/19
Project Completion Date:	8/15/20

## SECTION 2: CONTACT INFORMATION

Form Prepared By:	John Doe	Date:	9/1/2020
Address:	1234 Mainstreet		
Phone:	(970) 000-0000	Email:	john_doe@anytownk12.com

## SECTION 3: PROJECT FINANCIAL SUMMARY

Grantee's Match %:	33.00%		
	<u>Grant Amount</u>	<u>Total Requested</u>	<u>Remaining Funds</u>
BEST Grant Amount:	\$ 804,000.00	\$ 753,750.00	\$ 50,250.00
Grantee's Match:	\$ 396,000.00	\$ 371,250.00	\$ 24,750.00
Total Project Cost:	<b>\$ 1,200,000.00</b>	<b>\$ 1,125,000.00</b>	<b>\$ 75,000.00</b>
Grant Reserve Balance:			

## SECTION 4: PROJECT DATA

*Please complete all applicable items.*

Total Project Square Footage:	6000	Cost per Square Foot:	153
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Date of Occupancy (date students/staff use the building for its intended purpose): 8/15/20  
Date of Substantial Completion (date the warranties begin): 8/15/20

High Performance Design Rating – LEED/CO-CHPS: LEED Gold  
Date Certification Received: 9/1/20 Was the Certificate forwarded to Division staff: ☒ Yes ☐ No

Project Contact Directory Provided to Division Staff: ☒ Yes ☐ No Date: 8/1/19  
*Contract Directory Should Include Key Team Members such as:*

- Architect (key consultants i.e. Structural, Civil, MEP)
- Designer
- Owner's Representative
- General Contractor
- Grantee Project Contact

# Capital Construction Project Final Report

Due upon completion of project

## Warranty Information

All Warranties in Place? ☒ Yes ☐ No

Date Warranties Began: 8/15/20

Warranty Information Provided to Division Staff: ☒ Yes ☐ No

Date of 1 Year Warranty: 8/15/21 Date of 2 Year Warranty: \_\_\_\_\_

Was the Final Project Advertised Prior to Completion of the Grant? ☒ Yes ☐ No Date: 8/1/20

Owner Manuals (O&M) Received by Grantee? ☒ Yes ☐ No

Material Stock as Noted in Specification Received? ☒ Yes ☐ No

Insurance for New Facility: ☒ Yes ☐ No Date: 7/1/20 Facility Insured Amount: 20,000,000

## SECTION 5: LESSONS LEARNED

*Please list any key lessons learned from your grant project (optional):*

## SECTION 6: SIGNATURES

**Please read: By signing below, you are confirming that no more funds will be requested for this project and acknowledge that CDE will no longer authorize any requests for funds regarding this project.**

Printed Name of Authorized Representative: John Doe

Signature of Authorized Representative: \_\_\_\_\_ Date: 9/1/2020

### For Charter Schools Only

Printed Name of Charter School Representative: \_\_\_\_\_

Signature of Charter School Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:

Priya Nye – Colorado Department of Education  
1580 Logan Street, Suite 310, Denver, CO 80203  
Email: [Nye\\_p@cde.state.co.us](mailto:Nye_p@cde.state.co.us)

