

Grant Application Checklist



The following items are required as part of the grant application process. Additional items required depending on the project type are also listed. All application materials are to be submitted online through [Core-VSS](#).

CONTACT
US

Connecticut Administrative Services

Office of Grants Administration

EMAIL

DAS.GrantsAdministration@ct.gov

Website

<https://portal.ct.gov/das/grants>

Requirements for All Grant Applications

Grant Application filled out in its entirety and submitted before application deadline through [Core-VSS](#)

[How to Apply](#)
[Sample Application](#)

Educational Specifications

(document must be titled "Educational Specifications")

[Sample Educational Specifications](#)

Board of Education Approval of Educational Specifications

(copy of minutes that show favorable vote by BOE and are signed by recording secretary or Town Clerk)

Approval to Apply for and Accept Grant

(copy of resolution including building project name and minutes approving the resolution signed by the recording secretary or Town Clerk)

Establishment of Building Committee

(copy of resolution including building project name and minutes approving the resolution signed by the recording secretary or Town Clerk)

Authority for at Least the Preparation of Schematic Drawings and Outline Specifications

(copy of the resolution including building project name and minutes approving the resolution signed by the recording secretary or Town Clerk)

[Sample Resolutions](#)

Requirements for All Grant Applications Cont.

Proof of Local Funding

(copy of referendum results dated and certified or minutes from the local governing board showing funding authorization dated and signed by the recording secretary or Town Clerk)

Please note: the funding amount must cover at least the District's local share of the project.

[Reimbursement Rates](#)

OGA Excel Cost Estimate

Please note: the project cost in the Excel Cost Estimate must match both the application bid amount in the Grant Application and the project cost in the PSCCD

[Excel Cost Estimate](#)

PSCCD Estimate of Probable Costs

(copy of PSCCD created through BizNet, accessed here: [PSCCD](#)
For technical assistance with the PSCCD, contact Timothy O'Brien at timothy.o'brien@ct.gov or 860-713-6478)

Full District Enrollment Report

(must show current and 8 year projection. Enrollment Report can not be a typed document or spreadsheet from administration at the school district)

Roof Replacement Project Addt'l Requirements

Roof Sketch and Key Plan

(must show existing roof(s) and age(s) as well as key legend and area to be replaced)
[Sample Roof Sketch and Key Plan](#)

Proof of Roof Age

(must either be the roof warranty or Certificate of Substantial Completion for existing roof)

Please note: in order to receive the full reimbursement rate, roof must be 20+ years of age

Code Violation Project Addt'l Requirements

Evidence of Code Violation

(copy of documentation from local, state or federal agency finding condition of building to be in violation of requirement(s) identified in C.G.S. § 10-287(7))

Site Acquisition Project Addt'l Requirements

Site Analysis for School Building Projects

[Form DAS-053](#)

Oil Tank Project Addt'l Requirements

Indication of Whether or Not District Has Been Cited

(citation from CT DEEP must be included)

Priority Grant Application Additional Requirements

Name of Agency or individual who conducted the District's Enrollment Report

Cost of the Enrollment Report to the District

Projected enrollment number for the project school

Priority List Timeline

June 30th Grant Applications Due

July - November DAS Office of Grants Administration Reviews Applications for Completeness

December 15th DAS Submits Priority List to the Governor, OPM Secretary and CT General Assembly for Review

By February 1st The General Assembly's Appropriations, Finance and Education Committees Review the Priority List and Submit the Approved or Modified List to the Governor and CT General Assembly

Spring/Summer the CT General Assembly authorizes the DAS Commissioner to enter into grant commitments

