**Section 43.120 Early Childhood Construction Project Grants Eligibility Requirements**

Eligible applicants must meet the following criteria:

a) Applicants must be willing to enter into a grant agreement with the Board that outlines the roles, responsibilities and obligations of each party;

b) Applicants must demonstrate that the facility will be operational upon completion of the capital project, including funding and staffing;

c) If applicants are requesting capital grant funds for a portion of the total project costs, applicants must demonstrate that they have or will be able to secure sufficient sources of funding for total costs associated with the entire project;

d) Applicants must demonstrate that the proposed new or expanded center addresses the needs of underserved populations of young children in the community;

e) Applicants must provide a narrative describing the proposed project, including the following components:

1) General project description and rationale;

2) New or expanded services/programs to be offered, the number of children to be served by each, and the number of new classrooms and the estimated date/year of completion;

3) Site analysis;

4) Funding sources and cost estimates;

5) Time schedule of major events; and

6) Impact, if any, on ability to meet licensing and/or accreditation standards;

f) Applicants must provide a description of the population to be served. The description shall include:

1) How the eligible population will be recruited;

2) The geographic area to be served;

3) The estimated number of children and/or families to be enrolled;

4) Population of children to be served by new/expanded programs, including the ages and percentage of high-need children;

5) Staff to child ratios for new/expanded programs and, if applicable, proposed changes to current staff to child ratios; and

6) Other proposed program improvements and components.