



# Arkansas Department of Human Services



## Division of Child Care and Early Childhood Education

P.O. Box 1437, Slot S-160 Little Rock, AR 72203-1437 • 501-682-9699 • Fax: 501-682-4897 • TDD: 501-682-1550

### CHILD CARE CENTER CONSTRUCTION/RENOVATION OVERVIEW March 2009

- All entities requesting Arkansas Community and Economic Development Program (ACEDP) assistance for their child care center project must complete and submit their proposal to the:

Division of Child Care and Early Childhood Education  
P.O. Box 1437, Slot S160  
Little Rock, AR 72203

- Each proposal will be submitted as an application to the DCC&ECE. **APPLICATIONS ARE DUE IN THE DCCECE OFFICE NO LATER THAN 4:00 PM ON MAY 1 OF EACH YEAR FOR CONSIDERATION OF FUNDING BEGINNING JULY 1 OF EACH YEAR.**
- The process is as follows:
  1. An original request for funds proposal and four (4) copies are submitted to the DCC&ECE.
  2. DCC&ECE will review, evaluate and approve/reject the request for funds as being a viable project. The recommendation by DCC&ECE as viable does not guarantee funding by the Arkansas Economic Development Commission (AEDC). If the request is rejected, the proposal will be eliminated from AEDC grant consideration.
  3. DCC&ECE will confirm eligibility as:
    - a. Applicant states that construction funds are required in order to house the children and provide child care services.
    - b. A minimum of 51% of facility's slots must be guaranteed for low and moderate income families. Subsidized slots must be **guaranteed** by the Department of Human Services, Arkansas Better Chance, Child Care and Development Block Grant funds, Head Start, etc., or the community served is at a 51% LMI based on HUD census data. ADED will also **require** grantees to provide income certification information at project completion to verify the provision of child care services to at least 51% LMI beneficiaries.
    - c. Applicant demonstrates that no, or extremely limited, child care services exist in the applicant's jurisdiction. This is measured by determining the presence (or absence) of providers within the service areas defined by the applicant. A needs assessment must be

conducted prior to application. The results of this assessment must be documented in the application.

Applicants with no access or limited access to services and/or large waiting lists for services are normally considered to be economically viable for grant financing.

Eligible entities may use grant funds to assist with construction/renovation and related eligible costs for facilities. The child care center must be operated by a non-profit organization for the purpose of full service child care (infant/toddler, preschool, and school-age care). Maintenance, operation and costs for moveable (non-permanent) equipment are specifically ineligible.

- d. Applicants must be either a city or county governmental entity.
  - e. An applicant may request up to a maximum of \$325,000. This maximum grant includes any construction, administrative, design or other eligible costs.
  - f. A minimum of 30 full-day slots must be served by the facility.
4. The DCC&ECE will refer viable proposals to the Arkansas Economic Development Commission (AEDC) for further action.
- All proposals must agree to obtain Arkansas Child Care Quality Approval/Accreditation status within two (2) years of the opening of the child care facility.
  - All parties to the proposal should be aware that if AEDC contributes grant assistance for the construction of a child care center, the building must in perpetuity remain for that use or other eligible uses, as long as it serves primarily low and moderate income persons. Should it ever be used to house offices of general local government or other ineligible activities under the federal legislation, the grantee will be required to repay grant funds.
  - It is the responsibility of prospective grantees to demonstrate efforts/provisions for use of the facility which will ensure that low and moderate income persons have equitable and easy access to the facility.
  - The presence of lead-based paint and/or asbestos materials in public buildings represents a potentially significant health issue as well as a potential liability for the owners of such buildings. The proposal does not request any information about the presence of lead-based paint and/or asbestos in an existing facility nor will the presence of lead-based paint and/or asbestos be rated when determining need. However, if you propose to occupy or renovate an existing building, the lead-based paint and/or asbestos issue will be examined in detail prior to the ACEDP application process. The applicant will be responsible for complying with all federal requirements utilizing their own funds.

Therefore, you should pay special attention to the attachment to this preliminary application entitled "Asbestos and Lead-Based Paint in Public Buildings".

- Before an entity will be invited to submit an ACEDP application, the following conditions must be fulfilled:
  1. The proposal must be recommended as a viable project by DCC&ECE.

2. The entity must be an eligible city or county that is not under any sanction prohibiting the receipt of Federal funds.
  - a. A City is eligible if it is not a major party to an active grant, a pre-application, or any application under development for the Categorical Program with AEDC. This means a City can have only one pre-application, application or grant in process at any time. This does not include Economic Development Set-Aside pre-applications, applications or grants.
  - b. A County is eligible if it is not a major party to more than two active grants or more than two pre-applications or applications under development for the Categorical Program with AEDC. This means a County can have, at most, two pre-applications, applications, grants or a combination of these in process at anytime. This does not include Economic Development Set-Aside pre-applications, applications or grants.
3. It is AEDC's policy that all potential grantees maximize the utilization of other resources in financing a project. A critical review of efforts to utilize other resources will be conducted.

All entities receiving a referral to apply for ACEDP funding must submit documentation with the pre-application submitted to DCC&ECE indicating the contribution of local matching funds to the project in an amount in accordance with the sliding fee scale (see attachment A).

4. If a grant is awarded by AEDC for child care construction or renovation, the grantee must expend the funds in a timely manner as established by the AEDC or grant funds may be de-obligated.

#### CONTACTS FOR CHILD CARE INFORMATION

Arkansas Division of Child Care and  
Early Childhood Education  
700 Main St.,  
Little Rock, AR 72201  
(501) 682-9699  
fax: (501) 682-4897

AEDC Child Care proposal for  
renovation/construction  
Enhancement/Improvement grant  
Training grant information  
Child Care Approval Standards  
Financing Opportunities  
Child Care Licensing  
Special Nutrition Program  
Subsidy for Child Care  
Arkansas Better Chance

Arkansas Economic  
Development Commission  
#1 Capitol Mall  
Little Rock, AR 72201  
(501) 682-1211  
fax: (501) 682-1209

Procedures to procure Grant  
Administrator; determine LMI/  
Public Hearings Technical  
Grant information

## **ASBESTOS AND LEAD-BASED PAINT IN PUBLIC BUILDINGS**

Entities should be aware of the potential liability associated with the presence of lead-based paint and/or asbestos-containing building materials in existing structures. The presence of lead-based paint and/or asbestos in existing buildings is recognized as a serious public health hazard. Congress has already mandated that school facilities identify the presence of lead-based paint and/or asbestos and undertake a stringent process to abate or remove such materials. In addition, the Occupational Safety and Health Administration has certain authority in dealing with worker protection regarding lead-based paint and/or asbestos exposure.

The fact that lead-based paint and/or asbestos represents a significant health hazard poses a potential liability for the owner of any facility which contains it. This potential liability extends to:

- The occupation and use of a current facility (even if no improvements are undertaken)
- Relocation to another building (for which you may assume liability)
- Renovation or rehabilitation of an existing facility

If your proposal receives an invitation to submit an ACEDP application, and if your proposed solution to the problem is to renovate or rehabilitate an existing building, you will be required to do the following:

- Have an accredited lead-based paint and/or asbestos inspector/management planner conduct a comprehensive inspection of the building according to AHERA guidelines, which will include sampling and laboratory analysis procedures. The cost of this procedure will depend on the size and complexity of the building, and will be borne by the entity. No costs associated with lead-based paint and asbestos identification, testing and abatement are eligible for reimbursement with ACEDP grant funds.
- Sign a waiver releasing and holding harmless the AEDC and all AEDC employees individually of any liability, claims, judgments or action whatsoever as a result of the renovation of a building containing lead-based paint and/or asbestos.
- Provide adequate justification that the cost and time associated with renovating a building containing lead-based paint and/or asbestos materials is more cost effective than either renovating a building that does not contain lead-based paint and/or asbestos or considering new construction.

# **DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION**

## **PROGRAM FUNDING PRIORITY CRITERIA**

To determine, identify and target areas of greatest need for funding.

New/expanded services in communities with an identified shortage of services or no services available for (see Attachment B for priority scoring):

- Infant/Toddler care (birth to 3 years of age)
- Head Start and other Early Childhood programs that offer full day (more than 8 hours) and full year (operate 12 months) services
- School-age care (kindergarten to 13 years) – before and after school and summer care services
- Inclusive (children with and without special needs) programs

Preference will be given to proposals which (see Attachment B for priority scoring):

- Provide a documented need for expanded or new services in the community to ensure that all children have access to a facility in their community (full day, full year programs to meet the needs of working parents).
- Provide service in low-income areas.
- Define a clear collaborative effort in offering quality child care services to the community which involves other programs such as health services, local government, public schools, Arkansas Better Chance programs, Head Start and Early Intervention Services for young children.
- Clearly establish a program operation which provides a quality child care setting offering a developmentally appropriate, comprehensive program for children.

**PRELIMINARY PROPOSAL FOR FUNDING  
DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION  
ARKANSAS COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM  
FOR CONSTRUCTION/RENOVATION OF CHILD CARE FACILITIES**

Applicant \_\_\_\_\_ City or County (choose one)

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

County \_\_\_\_\_ Phone Number \_\_\_\_\_

Contact name and phone number \_\_\_\_\_

Name of project \_\_\_\_\_

Contact name and phone number \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_ County \_\_\_\_\_

Current operation \_\_\_\_\_ Proposed operation \_\_\_\_\_ License # \_\_\_\_\_

Congressional District \_\_\_\_\_

State Senate District \_\_\_\_\_

State Representative District \_\_\_\_\_

PROJECT SUMMARY (a brief synopsis of the project)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total construction/renovation cost estimate \_\_\_\_\_

Funds requested from AEDC \_\_\_\_\_

PROPOSED ACEDP APPLICATION BUDGET FOR CHILD CARE BUILDING/RENOVATION PROJECTS

Applicant: \_\_\_\_\_ Project Type \_\_\_\_\_

| Description                        | ACEDP Costs | Names of Match Funding Sources | Indicate if Current, Proposed or Applied For | Amount |
|------------------------------------|-------------|--------------------------------|--|--------|
| Engineering/Architectural          |             |                                |  |        |
| Basic Fee                          |             |                                |  |        |
| Inspection                         |             |                                |  |        |
| Additional Services (attach list)  |             |                                |  |        |
| Construction                       |             |                                |  |        |
| Contingency (Maximum of 5%)        |             |                                |  |        |
| Other                              |             |                                |  |        |
| Fees                               |             |                                |  |        |
| Permits                            |             |                                |  |        |
| Testing                            |             |                                |  |        |
| Other (attach list)                |             |                                |  |        |
| Acquisition: Attach Itemized List) |             |                                |  |        |
| Land                               |             |                                |  |        |
| Abstractor                         |             |                                |  |        |
| Appraiser                          |             |                                |  |        |
| Legal                              |             |                                |  |        |
| Survey                             |             |                                |  |        |
| Equipment (attach list)            |             |                                |  |        |
| Other (list below)                 |             |                                |  |        |
|                                    |             |                                |  |        |
|                                    |             |                                |  |        |

**PROPOSED 1-YEAR BUDGET FOR PROGRAM AFTER CONSTRUCTION**  
 (to be submitted by child care program for program expense/income after construction and occupancy)

| <b>Budgeted Expenses</b>                 | <b>Expense Amount</b> | <b>Income Amount</b> | <b>Income Description</b> | <b>Source of Income</b> |
|--|-----------------------|----------------------|---------------------------|-------------------------|
| Salaries                                 |                       |                      | Weekly Fees               | Parents                 |
| Fringe                                   |                       |                      | Weekly Fees               | Vouchers                |
| Food                                     |                       |                      | Weekly Fees               | ABC Program             |
| Classroom Materials/Supplies             |                       |                      | Weekly Fees               | Head Start              |
| Other Materials/supplies                 |                       |                      | Weekly Fees (other)       |                         |
| Equipment/Furniture                      |                       |                      | Registration Fees         |                         |
| Rent/Lease                               |                       |                      | Transportation Fees       |                         |
| Utilities                                |                       |                      | USDA Food Program         |                         |
| Insurance                                |                       |                      | Fund Raising              |                         |
| Fees/Licensing                           |                       |                      | Donations                 |                         |
| Repairs/Improvement                      |                       |                      | Grants                    |                         |
| Curriculum                               |                       |                      |                           |                         |
| Parent Involvement                       |                       |                      |                           |                         |
| Bus (if children are transported         |                       |                      |                           |                         |
| Gas/Maintenance                          |                       |                      |                           |                         |
| Staff Professional Development           |                       |                      |                           |                         |
| Children's Health/Development screenings |                       |                      |                           |                         |
| Other (specify)                          |                       |                      |                           |                         |

Program Model (check all that apply)

Center-based\_\_\_\_\_ School-based\_\_\_\_\_ Head Start\_\_\_\_\_ ABC\_\_\_\_\_

Before/after school\_\_\_\_\_ Infant/Toddler care\_\_\_\_\_ Preschool (3-5 year)\_\_\_\_\_

Full day (operates more than 8 hours) \_\_\_\_\_ Part-day\_\_\_\_\_

Full year (operates 12 months) \_\_\_\_\_ Summer only\_\_\_\_\_

Age range of children to be served\_\_\_\_\_

Maximum number of children to be served in each age range:

*Infant* \_\_\_\_\_ *Toddler* \_\_\_\_\_ *Preschool* \_\_\_\_\_ *School-age* \_\_\_\_\_

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The below listed must comply with Minimum Licensing Requirements for Child Care Centers.

Square footage of proposed center\_\_\_\_\_

Number of toilets \_\_\_\_\_ Number of washbasins\_\_\_\_\_

Square footage of enclosed outdoor play space\_\_\_\_\_

**Attach a diagram/floor plan of the proposed structure to include both the size and proposed use of each room. Include a diagram of the proposed playground in relation to the building.**

.....  
Site location (street address) and description of location in relation to population being served:

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Documentation of status of ownership of the property (choose one and explain)

\_\_\_\_\_ City/County owned (attach copy of deed)

\_\_\_\_\_ Documentation indicating intent to transfer ownership to the city/county, signed by current owner and prospective grantee

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Attach verification that property will have water and electricity and an acceptable sewage disposal system available.



STAFFING/PERSONNEL

Position

# of full-time

# of part-time

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If project is a joint application, list all agencies/organizations involved and identify the type of support of each agency.

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LMI Certification – The program must certify that either 51% of the children served will receive publicly subsidized child care or that the community served is at a 51% LMI based on HUD Census data.

CAPACITY/SUBSIDY

Identify the source and number of publicly subsidized child care slots anticipated:

Funding source

full-day slots

part-time slots

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CENSUS/SURVEY

Identify the service area and census data upon which eligibility is based. Specific instructions on Census data can be obtained from ACEDP Guidelines for Determining and Documenting Benefit to Low and Moderate Income Families obtainable from AEDC.

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## PROGRAM ABSTRACT

Describe in ten (10) pages or less the proposed program. This abstract should address the overall project and proposed program and must include, at a minimum, the following information:

1. Statement of Need – a description of the community and population to be served. Define the need for funding for development of a child care facility. Justify the need for the project and present the data used to determine the need. The results of your needs assessment must be included.
2. Overall objectives of the project.
3. Description of the proposed program, site, number and ages of children to be served, curriculum/program model. Who will operate the program, if other than the city/county (as applicants)? Provide specific information regarding the “proposed operators/managers” of the program. Describe the operational relationship of the city/county entity and the public/private agency which will operate the program.
4. Collaboration with other service/public/private agencies. Describe how other funding sources have been and will continue to be generated and integrated into the overall program to ensure a comprehensive program. Provide verification and a listing of other resources for financing the project which have been approved, those which are pending and those which have been denied.
5. Justification of grant request including line items of design and construction. Identify all other eligible costs.

Programs must include a letter from the Child Care Licensing Specialist regarding the facility and whether the program, as proposed, is eligible to receive a child care license. If the program (or the proposed program operator) is currently licensed, a letter from the Licensing Specialist must not only address the new proposal but also the current status of the child care license held by the applicant. Verification of appropriate approval (or preliminary contacts) from City Planning Commission, Health and Fire Departments must also be attached.

Include appropriate information (including specific time lines and projected goals) regarding the plans this program will implement to obtain Child Care Quality Approval status by the Division of Child Care and Early Childhood Education for the developmentally appropriate educational program provided to children.

### CERTIFICATION OF CHIEF ELECTED LOCAL OFFICIAL

To the best of my knowledge and belief, all data contained in this proposal is true and correct and its submission has been duly authorized by the governing body. I am fully aware that the project will be city/county owned as long as usage of the building is used appropriately. I, as city mayor/county judge, will commit to fully supporting the project now and after completion. The time lines and projected goals will be honored and achieved to the best of my ability. I understand that if the proposal is found to contain significant misinformation or deviates significantly from the site visit recommendation, this proposal will be automatically eliminated from further consideration for funding.

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Name/Title

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Signature of Mayor of County Judge

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Date

CERTIFICATION OF LMI BENEFIT FOR CHILD CARE APPLICATION

A. LICENSED CAPACITY

Licensed capacity of proposed facility \_\_\_\_\_

Attach a copy of your child care license or letter from the Department of Human Services.

B. SUBSIDIZED SLOTS

List the source of subsidy and number of slots subsidized by each.

| Source of Subsidy | Number subsidized |
|-------------------|-------------------|
| 1. _____          | _____             |
| 2. _____          | _____             |
| 3. _____          | _____             |
| 4. _____          | _____             |

Total number of subsidized slots \_\_\_\_\_

Attach documentation confirming the subsidy for all sources listed.

C. Calculation of LMI Benefit:

- 1. Licensed capacity of facility \_\_\_\_\_
- 2. Number of subsidized slots \_\_\_\_\_
- 3. LMI Percent or HUD census LMI% \_\_\_\_\_  
(subsidized slots divided by capacity equals percent LMI benefit)

NOTE: Grantees will be required, as a grant condition, to provide documentation indicating that the percentage of child care slots filled by children of low to moderate income parents exceeds 51% at project completion.

D. CERTIFICATION

I certify that the LMI benefit indicated above is an accurate and valid calculation. To the best of my knowledge, all data contained in documentation is true and correct.

Signature \_\_\_\_\_  
(Chief Elected Official or City Manager)

Name/Title (typed) \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT A**  
**COUNTY LISTING FOR MATCHING FUNDS SLIDING SCALE**

**I. 15% Matching Funds**

**II. 20% Matching Funds**

**III. 25% Matching Funds**

|  |   |  |
|--|---|--|
| Bradley<br>Chicot<br>Clay<br>Desha<br>Jackson<br>Lafayette<br>Lee<br>Monroe<br>Newton<br>Phillips<br>Polk<br>Searcy<br>Sharp<br>Stone<br>Woodruff  | Columbia<br>Dallas<br>Fulton<br>IZard<br>Lawrence<br>Madison<br>Marion<br>Mississippi<br>Nevada<br>Pike<br>Poinsett<br>Randolph<br>St. Francis<br>Scott<br>Van Buren                                    | Baxter<br>Calhoun<br>Carroll<br>Clark<br>Cross<br>Drew<br>Hempstead<br>Howard<br>Johnson<br>Lincoln<br>Little River<br>Logan<br>Montgomery<br>Ouachita<br>Yell |
| <b>IV. 30% Matching Funds</b><br>Arkansas<br>Ashley<br>Boone<br>Cleburne<br>Conway<br>Crittenden<br>Franklin<br>Greene<br>Hot Spring<br>Jefferson<br>Miller<br>Perry<br>Prairie<br>Sevier<br>Union | <b>V. 35% Matching Funds</b><br>Benton<br>Cleveland<br>Craighead<br>Crawford<br>Faulkner<br>Garland<br>Grant<br>Independence<br>Lonoke<br>Pope<br>Pulaski<br>Saline<br>Sebastian<br>Washington<br>White |  |

**ATTACHMENT B**  
**PROGRAM FUNDING RATING CRITERIA**

**The maximum score for any proposal is 300 points.**

**I. Priority status of need (40 points maximum – based on number of services offered)**  
**Program must be full day/full year to quality**

1. Infant/Toddler care/full day/full year – 15 points
2. School-age care/full day/full year – 15 points
3. Preschool care/full day/full year – 10 points

**II. Documentation of need (20 points maximum)**

1. No programs available in service area. 20 points
2. Programs offering full day/full year services with 0-15% of area slots available. 15 points
3. Programs offering full day/full year services with 15-25% of area slots available. 10 points
4. Programs offering full day/full year services available with slots available. 0 points.

**III. Low/moderate income status of area served (20 points maximum)**

This is based on Census data or Percentage of Free/Reduced lunches in school district(s) in area(s) served.

1. 91 to 100% LMI – 20 points
2. 81 to 90% - 16 points
3. 71 to 80% - 12 points
4. 61 to 70% - 6 points
5. 51 to 60% - 2 points

**IV. Collaboration with other agencies (15 points maximum)**

This can be cash match, in-kind or a combination of the two.

1. Collaboration with more than 4 agencies – 15 points
2. Collaboration with 3 to 4 agencies – 10 points
3. Collaboration with 1 to 2 agencies – 5 points

**V. Plan to provide Quality services (25 points maximum)**

1. Detailed plan for meeting Quality Accreditation/Approval status is included. At a minimum this plan should address staff qualifications, plan for professional development, plan for parental and community involvement and plan for program/educational standards. 25 points
2. Plan for meeting the plan above but not as detailed. 12 points
3. Plan for meeting Quality Accreditation/Approval status is incomplete. 7 points
4. Plan for meeting Quality Accreditation/Approval status is not included. No points

**VI. Attachments Required (50 points maximum)**

1. Property ownership 5 points
2. Readiness to begin construction 5 points
3. Applicant's commitment to project 5 points
4. LMI Certification 5 points

5. Licensing approval 5 points
6. Utility certifications 5 points
7. Location Map/service area 5 points
8. Indoor/outdoor diagrams 5 points
9. Planning Commission approval 5 points
- 10 Health/fire Approval 5 points

**VII. Budget (50 points maximum)**

1. Shows allowable construction costs 15 points
2. Complete with allowable costs 15 points
3. Matching funds for building center 15 points
4. Requesting maximum or below 5 points

**VIII. Other (20 points maximum)**

1. Proposal complete 10 points
2. Staff/Program plans age-appropriate 10 points

**IX. Number of AEDC childcare projects in county (maximum 60 points)**

1. No ADEC childcare projects in county 60 points
2. One (1) AEDC childcare project in county 25 points
3. More than one (1) AEDC childcare project in county 0 points

**ATTACHMENT C**

**CHILD CARE PROPOSAL**

**TABLE OF CONTENTS/CHECKLIST**

|  |           |
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| Preliminary Request for Funding Cover Page<br>And application  | Page 1 -5 |
| Table of Contents  | Page ____ |
| Certifications   |           |
| Property ownership   | Page ____ |
| LMI Certification  | Page ____ |
| Certification/water, sewage disposal and electricity<br>Availability                                 | Page ____ |
| Non-profit status of proposed building occupant  |           |
| Program Abstract (not to exceed 10 pages)  | Page ____ |
| Needs Assessment   | Page ____ |
| Service area/Site Location Map      (8 ½" X 11")   | Page ____ |
| Letter(s) from funding agency(ies) regarding the status of<br>application and/or funding commitments | Page ____ |
| Diagram/Floor plan for structure (8 ½" X 11")<br>Including square footage                            | Page ____ |
| Diagram/proposed use of outdoor space<br>Including square footage                                    | Page ____ |
| Budget for proposed project  | Page ____ |
| Licensing approval letter/copy of current license  | Page ____ |
| Planning Commission/Zoning approval  | Page ____ |
| Health approval/confirmation of contact  | Page ____ |
| Fire approval/confirmation of contact  | Page ____ |
| Confirmation letters regarding collaboration   | Page ____ |
| State Clearinghouse 424 (Form X)   | Page ____ |

Instructions: Service area/Site Location Map – Provide a legible letter sized map locating the site of the proposed and/or current facility. This map should also indicate the area of need. This is the geographic area served by this center. It is imperative that the map provided clearly marks proposed and/or current facility.

Table of Contents: Use this table of contents as a checklist of the items required to submit a Child Care Proposal. Number the pages consecutively in the order listed.

Form X: This form must be completed and a copy submitted with the proposal. The original 424 form and a copy of the preliminary must be submitted to the State Clearinghouse. Instructions for its completion are on the back of the form.