

Form B-4 Plan of Action Form: Personal Care Routines / Remodeling
Complete one page for each project you are requesting funds for

Classroom Name:

Age of children:

Caregiver Names:

Item Number Item Name

Current Score

Goal Score

Briefly describe the desired project or major purchase below:

Why make this choice over another and how will this change benefit the children and caregivers?

Is this project an allowable project listed on Form A? Y N

Is this project recommended by the Infant/Toddler Specialist? Y N

If you answered no to both questions above, this project/purchase is not allowable.

Please describe the steps you will take to make sure the project is completed and its timeline:

Write a short narrative explaining how you will monitor progress on the project and assure it is completed within your timeline?

Place diagrams, pictures and two (2) bids for this project behind this page.

How much money are you committing to this project from grant funds?

Anything you commit to must be completed. Review projected amount to assure you have set aside enough funds.