

Funding Opportunity

Applications Due: **Friday, October 20, 2023, by 11:59 pm**

Information Webinar: **Tuesday, October 10, 2023, at 3 pm**

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| Menstrual Hygiene Products Accessibility Grant Program  Pursuant to C.R.S. 22-2-147 |



**Program Questions:**

Jacklyn Thompson, Grant Coordinator

[Thompson\_J@cde.state.co.us](mailto:Thompson_J@cde.state.co.us)

Sarah Blumenthal, Director of Health Services Office

(303) 866-6779 | [Blumenthal\_S@cde.state.co.us](mailto:Blumenthal_S@cde.state.co.us)

**Budget/Fiscal Questions:**

Anna Friedman, Grants Fiscal Office

(720) 778-1877 | [Friedman\_A@cde.state.co.us](mailto:Friedman_A@cde.state.co.us)

**Application Process Questions:**

Mandy Christensen, Grants Program Administration

(303) 957-6217 | [Christensen\_A@cde.state.co.us](mailto:Christensen_A@cde.state.co.us)

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**Note:** The following version of the application is intended as a reference document for instructions and grant application planning purposes.

**Applications for the Menstrual Hygiene Products Accessibility Grant Program must be submitted through the**

[online application form](https://app.smartsheet.com/b/form/e2cb6542877d4c07ad2f8fabdd9e9f4c)**.**

Submission of application materials either in hard copy or via

e-mail will not be accepted.

**Menstrual Hygiene Products Accessibility Grant Program**

**Applications Due: Friday, October 20, 2023, by 11:59 pm**

# Program Purpose

SB 21-255 “Free Menstrual Hygiene Products to Students” was signed into law on July 6, 2021. The law created the Menstrual Hygiene Products Accessibility Grant Program to provide menstrual hygiene products at no expense to students and make products accessible to a student regardless of the student’s gender identity.

# Eligible Applicants

Eligible applicants for this program are:

* A Local Education Provider (LEP) that has 50% or more students enrolled who are eligible for free or reduced-cost lunch. See **Appendix A** for an eligibility decision tree and **Appendix B** for a list of eligible LEPs.
* The Colorado School for the Deaf and Blind.
* An approved facility school, as defined in section 22-2-402(1) C.R.S.

An eligible LEP is:

* A School District
  + Individual non-charter schools may not submit a standalone application apart from the district.
* A Charter School authorized by a School District [must have district approval]
* A Charter School authorized by the Charter School Institute (CSI) [must have CSI approval]
* A Board of Cooperative Services (BOCES)

**Note:** Applications must be authorized and submitted through the LEP. A charter school’s authorizer will be the fiscal agent, if funded.

# Available Funds and Duration of Grant

Approximately $100,000 is available for the 2023-2024 school year. Grants will be awarded for a one-year term beginning in the 2023-2024 fiscal year. Awards will likely range from $1000 to $5000, based on the amount of funding requested and the number of applications received. Additional grant funding for subsequent years will be contingent upon annual appropriations by the State Legislature and upon grantees meeting all grant, fiscal and reporting requirements. Funded applicants for the 2023-2024 school year are not guaranteed any additional funding beyond the 2023-2024 year at this time. Funds must be expended by **June 30, 2024**.

Available grant funding will be distributed to eligible Education Providers, based on the amount of funding requested and the number of applications received. If funding requests exceed the amount of funding available, first-time program participants will be prioritized.

# Allowable Use of Funds

Eligible applicants may apply to receive funds to:

* Acquire and distribute menstrual hygiene products (tampons, menstrual pads, and pantiliners) at no expense to students; and/or
* Install and maintain a dispensing machine or disposal receptacle for menstrual hygiene products.

# Evaluation and Reporting

Each Education Provider that receives a grant through the Menstrual Hygiene Products Accessibility Grant Program is required to report, at a minimum, the following information to the Department on or before **September 30, 2024**:

* The amount of money spent on the acquisition and distribution of menstrual hygiene products; and
* The amount of money spent on the installation and maintenance of a dispensing machine or disposal receptacle for menstrual hygiene products.

See **Appendix C** for the End-of-Year Evaluation and Reporting requirements.

Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Grantees should ensure reported information does not contain any Personally Identifiable Information (PII) or confidential information.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through the Menstrual Hygiene Products Accessibility Grant Program. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note:** Documents submitted must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

# Application Assistance

An application information webinar will be held on **Tuesday, October 10, 2023**, at **3 pm**. To access the webinar, please register at [this link](https://us02web.zoom.us/meeting/register/tZUrcu6rrDwuEtMOlBRYHh4w4Gx0K9LlrvO4).

# Review Process and Timeline

Applications will be reviewed by CDE staff to ensure they contain all required components. Applicants will be notified of final award status no later than **Friday, November 17, 2023, at 11:59 pm.**

Available grant funding will be distributed to eligible Education Providers, based on the amount of funding requested and the number of applications received. If funding requests exceed the amount of funding available, first-time program participants will be prioritized.

# Submission Process and Deadline

Information must be completed (including all elements outlined below) and submitted through the [**online application form**](https://app.smartsheet.com/b/form/e2cb6542877d4c07ad2f8fabdd9e9f4c) by **Friday, October 20, 2023, at 11:59 pm.** The Program Assurances Form must also be uploaded to the Smartsheet form at the time of submission.

# Required Elements

The Menstrual Hygiene Products Accessibility Grant [**online application form**](https://app.smartsheet.com/b/form/e2cb6542877d4c07ad2f8fabdd9e9f4c)includes the following elements, all of which must be completed. Successful applicants will submit a detailed budget once funding amounts are determined.

**Part I: Applicant Information**

**Part II: Application Request**

**Part III: Program Assurances Form**

Upload the Program Assurances Form (PDF or Word file) within the [**online application form**](https://app.smartsheet.com/b/form/e2cb6542877d4c07ad2f8fabdd9e9f4c). Funding will not be awarded until all signatures are in place. Applications may be submitted without signatures; however, please attempt to obtain all signatures before submitting the application.

**Menstrual Hygiene Products Accessibility Grant Program**

**Applications Due: Friday, October 20, 2023, by 11:59 pm**

**\*\*Please provide the following within the** [**online application form**](https://app.smartsheet.com/b/form/e2cb6542877d4c07ad2f8fabdd9e9f4c)**\*\***

The online system does not save works in progress, so applicants may find it useful to complete the application in the tables below and paste the responses into the online application.

# Part I: Applicant Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lead Local Education Provider (LEP) Information**  For Charter School applicants, please enter your authorizing district or CSI followed by your school’s name.  Example: "ABC District - ABC Charter School" | | | | | | |
| **LEP Name:** | |  | | | [**Four-Digit LEP Code**](https://www.cde.state.co.us/datapipeline/org_orgcodes)**:** |  |
| **Mailing Address:** | |  | | | | |
| **Type of Education Provider**  [check box below that best describes your organization or authorizer] | | | | | | |
| ☐ School District ☐ BOCES ☐ Charter School Institute ☐ Facility School ☐ CSDB | | | | | | |
| **Region**  [indicate region of Colorado this program will directly impact] | | | | | | |
| ☐ Metro ☐ Pikes Peak ☐ North Central ☐ Northwest  ☐ West Central ☐ Southwest ☐ Southeast ☐ Northeast | | | | | | |
| Authorized Representative Information For Charter School applicants, the Authorized Representative and Fiscal Manager  will be contacts from your authorizing district or CSI. | | | | | | |
| **Name:** |  | | **Title:** |  | | |
| **Telephone:** |  | | **E-mail:** |  | | |
| **Program Contact Information** | | | | | | |
| **Name:** |  | | **Title:** |  | | |
| **Telephone:** |  | | **E-mail:** |  | | |
| **Fiscal Manager Information** | | | | | | |
| **Name:** |  | | | | | |
| **Telephone:** |  | | **E-mail:** |  | | |

# Part II: Application Request

Applicants will complete the following questions in the [**online application form**](https://app.smartsheet.com/b/form/e2cb6542877d4c07ad2f8fabdd9e9f4c).

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Indicate the number of schools anticipated to be served with these funds: | | |  |
| 1. Indicate the total number of students enrolled in the schools anticipated to be served with these funds: | | |  |
| 1. Indicate the number of restrooms, including gender-neutral restrooms, in the schools to be served with these funds: | | |  |
| 1. Indicate the number of gender-neutral restrooms where hygiene products will be distributed, dispensed, and/or disposed: | | |  |
| 1. Indicate which activities are you requesting funds for (select all that apply): | ☐ Acquiring and distributing menstrual hygiene products at no expense to students.  ☐ Installation and maintenance of a dispensing machine(s).  ☐ Installation and maintenance of a disposal receptacle(s) for menstrual hygiene products. | | |
| 1. Indicate the amount of funding you are requesting. Please select from the following three options: | | ☐ $1,000 ☐ $2,500 ☐ $5,000 | |

# Part III: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application for the **Menstrual Hygiene Products Accessibility Grant**, and the receipt of program funds.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , | (District/BOCES/CSI/Facility School/CSDB) |

hereby agrees to the following assurances:

Further, the recipient school certifies that it understands all the rules and regulations associated with the receipt of **Menstrual Hygiene Products Accessibility Grant**, including those not specifically enumerated in the program assurances, and will take action to comply with all such requirements.

1. The recipient will provide the Colorado Department of Education the evaluation information required in the End-of-Year Report by September 30, 2024 (see **Appendix C**).
2. The recipient will work with and provide requested data to CDE for the Menstrual Hygiene Products Accessibility Grant within the timeframes specified.
3. The recipient will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
4. Funds will be used to supplement and not supplant any funds currently being used to provide educational services and funds will be administered by the appropriate fiscal agent.
5. Recipients will maintain appropriate fiscal and program records and fiscal audits of this funding will be conducted by the school as a part of their regular audits.
6. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
7. The recipient will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

**Duplication of Benefits**

Federal or State funds generally cannot be used to pay for the exact same cost or activity already paid for from another source of funding. This is sometimes referred to as a prohibition on duplication of benefits (DOB), or “double-dipping.” Entities using multiple funding sources should be aware of the different authorities and program requirements for each funding source, being careful to avoid DOB in instances where they are paying for similar costs or activities from multiple sources. (2CFR200.302) Subrecipients should avoid a duplication of benefits for any state or federal award. A duplication of benefits occurs when the amount of the assistance (i.e., funding) to a beneficiary exceeds the total allowable assistance (i.e., based on the total allocable expenses) to that beneficiary for that purpose.

1. Upon signature below, the applicant certifies no duplication of benefits resulting in this funding will occur. If awarded, the Awardee (applicant) will notify in writing CDE should this occur.

**Fraud, Waste and Abuse**

Recipients of grant funds are responsible for taking steps to reduce fraud, waste, and abuse. Fraud Waste and Abuse can come in many forms, such as:

* Embezzlement, bribery, or other public corruption involving federal or state funds;
* Serious mismanagement involving federal or state programs or funds;
* Theft or misuse of Federal student aid to include knowledge of fraud, waste, or abuse involving a financial aid administrator or other entity official(s), or knowledge of fraud, waste, or abuse involving a student loan servicer or collection agency;
* Knowledge that your entity is not complying with regulations or laws involving Federal student aid or other federal or state program or operation requirements;
* Conflicts of interest-violation of arm’s length agreements;
* Contract and procurement irregularities;
* Theft or abuse of government property;
* Employee misconduct; or
* Ethics violations by officials.

Entities are required to have a procedure or methodology for timely reporting, in writing, of any noted violations that may potentially affect the federal award. (2CFR200.113)

1. Upon signature below, the applicant certifies there are sufficient internal controls in place to reduce or eliminate the possibility of fraud, waste and abuse with these, or any funds within their agency, and if an instance occurs. If awarded, the Awardee (applicant) will notify CDE in writing.

**Conflict of Interest**

The applicant hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or grant resulting from this award that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest. The applicant further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the Government's or Colorado Department of Education’s satisfaction, such conflict of interest (or apparent conflict of interest).

1. Upon signature below, the applicant certifies there are sufficient internal controls in place to reduce or eliminate the possibility of any conflicts of interest with these, or any funds within their agency. If awarded, the Awardee (applicant) will notify CDE in writing. (2CFR200.112)

The Colorado Department of Education may terminate a grant award upon thirty days’ notice if it is deemed by CDE that the grantee is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the CDE before modifications are made to the expenditures. Contact Anna Friedman ([Friedman\_A@cde.state.co.us](mailto:Friedman_A@cde.state.co.us)) and Jacklyn Thompson ([Thompson\_J@cde.state.co.us](mailto:Thompson_J@cde.state.co.us)) for any modifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of Organization Board President |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Organization Authorized Representative |  | Signature |  | Date |
|  |  |  |  |  |
| Name of LEP Program Contact |  | Signature |  | Date |

**Note:** Upload the Program Assurances Form within the [**online application form**](https://app.smartsheet.com/b/form/e2cb6542877d4c07ad2f8fabdd9e9f4c). Funding will not be awarded until all signatures are in place. Applications may be submitted without signatures; however, please attempt to obtain all signatures before submitting the application.

# Appendix A: Eligibility Decision Tree

Not eligible

Is the entity’s Free and Reduced Lunch Rate (FRL) 50% or higher for the 2022-2023 school year. See Appendix B for eligibility list.

**Are you applying on behalf of a Colorado School District, authorized**

**Charter School, BOCES, CSDB, or Facility School?**

**(Note: Individual non-charter schools must apply with their district.)**

Eligible

Not eligible

# Appendix B: Eligible Local Education Providers

List of eligible Local Education Providers – Districts and Charter Schools that meet requirements, per available 2022-2023 data reported to CDE.

## Alphabetized List of Eligible School Districts

* Adams County 14
* Adams-Arapahoe 28J
* Aguilar Reorganized 6
* Akron R-1
* Alamosa RE-11J
* Archuleta County 50 Jt
* Bethune R-5
* Big Sandy 100J
* Brush RE-2(J)
* Burlington RE-6J
* Calhan RJ-1
* Canon City RE-1
* Centennial R-1
* Center 26 JT
* Colorado School for the Deaf and Blind
* Colorado Springs 11
* Cotopaxi RE-3
* Cripple Creek-Victor RE-1
* Crowley County RE-1-J
* Delta County 50(J)
* Denver County 1
* Dolores County RE No.2
* East Otero R-1
* Ellicott 22
* Englewood 1
* Fort Morgan Re-3
* Garfield 16
* Granada RE-1
* Greeley 6
* Hanover 28
* Harrison 2
* Hi-Plains R-23
* Holly RE-3
* Holyoke Re-1J
* Huerfano Re-1
* Idalia RJ-3
* Ignacio 11 JT
* Karval RE-23
* Lake County R-1
* Lamar Re-2
* Las Animas RE-1
* Mancos Re-6
* Manzanola 3J
* Mapleton 1
* Moffat 2
* Monte Vista C-8
* Montezuma-Cortez RE-1
* Montrose County RE-1J
* North Conejos RE-1J
* Otis R-3
* Pritchett RE-3
* Pueblo City 60
* Revere School District
* Rocky Ford R-2
* Sheridan 2
* Sierra Grande R-30
* Silverton 1
* South Conejos RE-10
* Springfield RE-4
* Stratton R-4
* Trinidad 1
* Valley RE-1
* Walsh RE-1
* Weld Re-8 Schools
* West End RE-2
* Westminster Public Schools
* Woodlin R-104
* Wray RD-2
* Yuma 1

## Alphabetized List of Eligible Charter Schools

* Academy 360
* Academy of Advanced Learning
* American Indian Academy of Denver
* Astravo Online Academy Elementary School
* Atlas Preparatory Elementary School
* Atlas Preparatory High School
* Atlas Preparatory Middle School
* AUL Denver
* Aurora Academy Charter School
* Aurora Science & Tech High School
* Aurora Science & Tech Middle School
* AXL Academy
* Chavez/Huerta K-12 Preparatory Academy
* Children's Kiva Montessori School
* Colorado Early Colleges Aurora
* Colorado High School Charter
* Colorado High School Charter - GES
* Community Leadership Academy
* Compass Academy
* Coperni 2
* Coperni 3
* Crestone Charter School
* Crown Pointe Charter Academy
* Denver Justice High School
* DSST: Byers Middle School
* DSST: Cole High School
* DSST: Cole Middle School
* DSST: College View High School
* DSST: College View Middle School
* DSST: Conservatory Green High School
* DSST: Conservatory Green Middle School
* DSST: Elevate Northeast High School
* DSST: Elevate Northeast Middle School
* DSST: Green Valley Ranch High School
* DSST: Green Valley Ranch Middle School
* DSST: Montview High School
* DSST: Montview Middle School
* Early College of Arvada
* Early Learning Center at New Legacy Charter School
* Eastlake High School of Colorado Springs
* Empower Community High School
* Gardner Valley School
* Girls Athletic Leadership School High School
* Global Village Academy - North
* Global Village Academy Aurora
* GOAL Academy
* High Point Academy
* Highline Academy Northeast
* HOPE Online Learning Academy High School
* HOPE Online Learning Academy Middle School
* Justice High Charter School
* KIPP Denver Collegiate High School
* KIPP Northeast Denver Leadership Academy
* KIPP Northeast Denver Middle School
* KIPP Northeast Elementary
* KIPP Sunshine Peak Academy
* KIPP Sunshine Peak Elementary
* Kwiyagat Community Academy
* Lotus School for Excellence
* Mesa Valley Community School
* Monarch Montessori
* New America School
* New America School - Aurora
* New America School - Thornton
* New Legacy Charter School
* Not a school
* Omar D Blair Charter School
* Pagosa Peak Open School
* Paradox Valley Charter School
* Pueblo Charter School for the Arts & Sciences
* Pueblo School for Arts & Sciences at Fulton Heights
* Ricardo Flores Magon Academy
* RiseUp Community School
* Rocky Mountain Deaf School
* Rocky Mountain Prep: Creekside
* Rocky Mountain Prep: Fletcher
* Rocky Mountain Prep: Southwest
* Roosevelt Charter Academy
* Salida del Sol Academy
* SOAR at Green Valley Ranch
* Southwest Open Charter School
* STRIVE Prep - Federal
* STRIVE Prep - Green Valley Ranch
* STRIVE Prep - Kepner
* STRIVE Prep - Lake
* STRIVE Prep - Noel
* STRIVE Prep - Rise
* STRIVE Prep - Ruby Hill
* STRIVE Prep - Smart Academy
* STRIVE Prep - Sunnyside
* STRIVE Prep - Westwood
* The Pinnacle Charter School
* Union Colony Elementary School
* Union Colony Preparatory School
* University Prep - Arapahoe St.
* University Prep - Steele St.
* Vanguard Classical School - East
* Vanguard Classical School - West
* Vega Collegiate Academy
* Victory Preparatory Academy High State Charter School
* Victory Preparatory Academy Middle State Charter School
* Villa Bella Expeditionary Middle School
* Vista Charter School
* Wyatt Academy

# Appendix C: End of Year Evaluation and Reporting

All approved LEPs receiving funds will be required to submit the following End-of-Year Report by September 30, 2024, via Smartsheet form.

**End-of-Year Evaluation and Reporting – Due September 30, 2024**

1. Provide a description of the expenditures for fiscal year 2023-24 and the impact on your district, including:

* The amount of money spent on the acquisition and distribution of menstrual hygiene products; and
* The amount of money spent on the installation and maintenance of a dispensing machine or disposal receptacle for menstrual hygiene products.

1. Complete the Annual Financial Report to indicate actual expenses and activities for fiscal year 2023-2024, for use of the funding.