



COLORADO
Department of Education

SB 21-255 & HB24-1146 / C.R.S. 22-2-147
Menstrual Hygiene Products Accessibility Grant Program
2024-2025
Information Webinar 10/30/24

Application Deadline: Thursday, November 7, 4:00 PM

General Information

In 2021, Colorado [SB 21-255](#) “Free Menstrual Hygiene Products to Students” created the Menstrual Hygiene Products Accessibility Grant to provide menstrual hygiene products at no expense to students and make products accessible to a student regardless of the student’s gender identity.

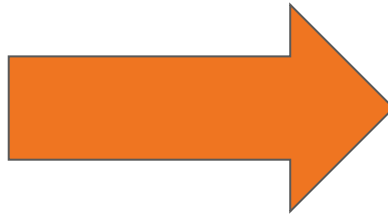
In 2024, Colorado [HB 24-1164](#) increased the amount of program funding and expanded the program’s eligible recipients.

This grant program exists to: Increase the number of gender-neutral spaces where students can access free menstrual hygiene products and dispose menstrual hygiene products

Program Webpage



[MHPA Webpage Link](#)



Menstrual Hygiene Products Accessibility Grant Program

Now Accepting Applications!
Applications for the 2024-2025 Menstrual Hygiene Products Accessibility Grant Program are open October 14, 2024 - November 7, 2024 at 4 pm.

General Information

Pursuant to Statute [C.R.S. 22-2-14T](#), Colorado [SB 21-255](#) "Free Menstrual Hygiene Products to Students" created the Menstrual Hygiene Products Accessibility Grant to provide menstrual hygiene products at no expense to students and make products accessible to a student regardless of the student's gender identity. Colorado [HB 24-116](#) increased the amount of program funding and expanded the program's eligible recipients. This grant program exists to increase the number of gender-neutral spaces where students can access free menstrual hygiene products and dispose menstrual hygiene products.

Approximately \$180,000 is available for the 2024-2025 school year. Funds must be expended by June 30, 2025.

Eligible Applicants & Allowable Expenses

Per statute, eligible applicants are rural or small rural Colorado school districts and charter schools, districts and charter schools who enroll 50% or more students eligible for free or reduced-price lunch, facility schools, and Colorado School for the Deaf and Blind. **See Request For Applications below for more details and list of eligible districts and schools.**

Education providers may use program funding to purchase menstrual hygiene products, including sanitary napkins, tampons, and pantliners, and to purchase and install menstrual hygiene product dispensers, disposal receptacles, and disposal receptacle liners.

- In the context of this program, menstrual hygiene products include pantliners, pads, and tampons. Menstrual cups are not included.
- The installation of dispensing machines and receptacles will be funded at \$100 per machine or receptacle installed.
- Product shipping costs must be reasonable and should not exceed 5% of the total award.
- Product storage (e.g., plastic containers or tubs, baskets, cabinets) is not an allowable expense.

Program Objectives

- Increase the number of gender-neutral spaces where students can access free menstrual hygiene products
- Increase the number of gender-neutral spaces where students can dispose of menstrual hygiene products
- Reduce the amount of missed class time due to lack of access to menstrual hygiene products
- Improve academic performance through the reduction of missed class time due to lack of access to menstrual hygiene products
- Increase feelings of belonging and safety for all students who menstruate

Fact Sheet: [Menstrual Hygiene Products Accessibility Grant Program](#)

2024-2025 Grant Application Information

Information Webinar: Wednesday, October 30, 2024 at 2:00 pm

[Register on Zoom](#)

Slides will be posted here after the webinar.

Applications Due: **Thursday, November 7, 2024**, by 4:00 pm

Notice of Award: Applicants will be notified of final award status no later than November 22, 2024.

Request for Applications Materials

[Review 24-25 Application & Eligible Applicants List \(Word\)](#)

[Complete & Submit Application in GAINS](#)

*Note: Only eligible applicants will be able to access the application. If you have questions about accessing the application, please reach out to GAINS@cde.state.co.us

Funding Details

Approximately \$180,000 is available to award for the 2024-2025 school year.

Funding may only be used to:

- Acquire and distribute menstrual hygiene products (tampons, menstrual pads, and pantliners) at no expense to students; and/or
- Acquire, install, and maintain dispensing machines or disposal receptacles for menstrual hygiene products.

Note the following:

- In the context of this program, menstrual hygiene products include pantliners, pads, and tampons. Menstrual cups are not included.
- The installation of dispensing machines and receptacles will be funded at \$100 per machine or receptacle installed.
- Product shipping costs must be reasonable and should not exceed 5% of the total award.
- Product storage (e.g., plastic containers or tubs, baskets, cabinets) is not an allowable expense.

Eligibility

Per statute, eligible applicants are

- rural or small rural Colorado school districts and charter schools,
- districts and charter schools who enroll 50% or more students eligible for free or reduced-price lunch,
- facility schools, and
- Colorado School for the Deaf and Blind.

See Appendix A for an eligibility decision tree and Appendix B for a list of eligible LEPs.

- Note: Applications will not be accepted from individual non-charter schools and must be authorized and submitted through the LEP.

TIMELINE

<p>Thursday November 7, 2024 4pm</p>	<p>Application Deadline</p>
<p>No later than November 22, 2024</p>	<p>Notification of Final Award Status</p>
<p>June 30, 2025</p>	<p>Funds Must be Expended by Grant Recipients</p>
<p>September 30, 2025</p>	<ul style="list-style-type: none">● Required Final Expenditure Report (FER) due in <u>GAINS</u><ul style="list-style-type: none">● Optional program report due

Available Funds

- Approximately \$180,000 is available for the 2024-2025 SY.
- Grants will be awarded for the 2024-2025 fiscal year.
- Funded applicants for the 2024-2025 school year are not guaranteed any additional funding beyond 2024-2025.
- **All funds must be expended by June 30, 2025.**
 - **Even small amounts!**

Grant Funding Distribution

- Applicants may select from the following funding amounts:
 - \$1000
 - \$2500
 - \$4000.
- If funding requests exceed the amount of funds available, new grant program applicants will be prioritized.
- There is no guarantee that applying will result in funding or funding at the requested level.

Optional Program Survey

Funding recipients may complete an optional program survey to report on program successes and challenges and provide program feedback that support continuous program improvement.

Final Expenditure Report

Each Education Provider that receives a grant through the Menstrual Hygiene Products Accessibility Grant Program is required to [report in GAINS](#), at a minimum, the following information to the Colorado Department of Education on or before **September 30, 2025**:

1. Input final expenditures
2. Upload a copy of your general ledger for fiscal year 2025 (July 1, 2024-June 30, 2025)

If we are accepted for the grant, when would we be able to make these purchases?

With an approved budget, your grant award letter (GAL) and deposit will be issued by the end of January 2025.

The entire amount of the award should be spent to avoid returning funds to CDE.

Is this a reimbursable grant?

No: This is a state grant and funds will be deposited into your district's or school's account after you receive your signed Grant Award Letter (GAL), hopefully by the end of January 2025.

Applicant Request and Budget

All questions to which applicants are asked to respond are viewable in the RFA document for MHPA.

Complete your responses in GAINS.

Part I: Applicant Request and Budget

Application Contact	
The person that CDE should contact if there any questions or additional information needed for this application.	
Name:	Title:
Telephone:	E-mail:
Program Contact	
The person who will be responsible for receiving communications from CDE staff about this program.	
Name:	Title:
Telephone:	E-mail:
Fiscal Manager Information	
Name:	
Telephone:	E-mail:
1. Indicate the number of schools anticipated to be served with these funds:	
2. Indicate the total number of students enrolled in the schools anticipated to be served with these funds:	
3. Indicate the number of restrooms, including gender-neutral restrooms, in the schools to be served with these funds:	
4. Indicate the number of gender-neutral restrooms where hygiene products will be distributed, dispensed, and/or disposed:	
5. Indicate which activities are you requesting funds for (select all that apply):	<input type="checkbox"/> Acquiring and distributing menstrual hygiene products at no expense to students. <input type="checkbox"/> Acquire, install and/or maintain a dispensing machine(s). <input type="checkbox"/> Install and/or maintain disposal receptacle(s) for menstrual hygiene products.
6. Indicate the amount of funding you are requesting. Select from the following three options:	<input type="checkbox"/> \$1,000 <input type="checkbox"/> \$2,500 <input type="checkbox"/> \$4,000

Program Budget

The proposed program budget should equal the funding amount requested in item 6 and must be completed in GAINS.

Note: For Charter School Applicants, the Authorized Representative and Fiscal Manager should be personnel from your authorizing district.

	Name	Title	Telep
Application Contact	*	*	*
Program Contact	*	*	*
Fiscal Manager	*	*	*

* 1. Indicate the number of schools anticipated to be served with these funds.

* 2. Indicate the total number of students enrolled in the schools anticipated to be served with these funds.

* 3. Indicate the number of restrooms, including gender-neutral restrooms, in the schools to be served with these funds.

* 4. Indicate the number of gender-neutral restrooms where hygiene products will be distributed, dispensed, and/or disposed.

* 5. Indicate which activities are you requesting funds for.
 Select all that apply

* 6. Indicate the amount of funding you are requesting. Select from the following three options.
 [ensure this amount matches the total request in the Budget section of this application]
 Select... v

Budget by Function Code

Modify	Object Code
All	
Modify	0100 - Salaries
Modify	0600 - Supplies
Modify	0735 - Non-Capitalized Equipment

How to Apply - DUE November 7, 2024

Step 1

- Click on this [LINK](#) to access information and forms

Step 2

- Review the Request for Application (RFA)
 - Includes a list of eligible Local Education Providers

Step 3

- Gather information required on the application
- Determine your request and budget

Step 4 - DUE November 7, 2024

- Complete and submit all parts of the application in [GAINS](#)
 - For information and guidance on how to navigate and complete your application in GAINS, please visit the [GAINS Training Resources webpage](#)

Step 5 - No later than Friday, November 22, 2024

- Applicants will be notified of their final award status

GAINS Resources

- [GAINS Training Resources](#) - Recordings, materials and links from previous and future system overview training opportunities
- [GAINS FAQ](#) - Short, quick answers to the most commonly asked questions.
- [Help Desk Ticket](#) - Stuck and not sure how to proceed in GAINS? Submit a Help Desk Ticket.

Charter Schools applying for grants in GAINS should use the [Charter School GAINS Access Form](#). Please note that, although Charter Schools will be able to login and submit their own applications through GAINS, they will still need to identify an LEA Fiscal Representative and LEA Authorized Representative from their authorizing district or the Charter School Institute.

- [Charter School GAINS Access Form](#)

Frequently Asked Questions

Are private schools eligible?

A list of eligible schools is included in the RFA, Appendix B. There are no private schools eligible on this list.

Do charter schools need permission from the school district?

Charters authorized by a district will need to get the necessary district signatures (i.e., authorized rep), so they will need to coordinate with their district office.

If we are applying for more than one school, how do we count the total number of restrooms?

If you are applying as a district, you would indicate the total number of restrooms on the property, for all participating schools, including staff restrooms.

If you are applying as a charter school, calculate the number of restrooms on the charter school property.

What if some schools in the district do not meet eligibility requirements but others do?

For the application, do we only include numbers of students and bathrooms for schools that are eligible?

If your school is in a district, first, **the district must meet the eligibility requirements**. Applicants would need answer these questions using **participating schools** for the numbers of students and bathrooms.

Eligible districts are listed in the application found on the [Menstrual Hygiene Products Accessibility Program](#) webpage.

Does the grant cover dispensing machines and disposal receptacles?

Yes. If you would like to use funding to purchase these items, you will need to indicate this in the application request.

5. Indicate which activities are you requesting funds for (select all that apply):

- Acquiring and distributing menstrual hygiene products at no expense to students.
- Acquire, install and/or maintain a dispensing machine(s).
- Install and/or maintain disposal receptacle(s) for menstrual hygiene products.

Are schools required to install dispensing machines, or can they distribute supplies through the school health office?

Schools are not required to install dispensing machines.

Are the menstrual products limited to tampons and pads? Can we purchase menstrual cups?

Per C.R.S. 22-2-147, “Menstrual hygiene products” means tampons, menstrual pads, and pantliners. Menstrual cups are not included in the allowable products.

Are the concerns about purchasing and/or providing tampons?

Districts do not have to purchase and/or provide tampons.

Are there certain vendors we should use?

There are no vendor requirements, and CDE cannot recommend vendors.

The State's Department of Personnel and Administration has a unit that issues state price agreement solicitations and their resulting contracts that can be used by state agencies and local governments, including schools. These state price agreements can be found at bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp. There are several state price agreements that may be used by schools to purchase discounted menstrual products.

These include:

1. [Western Paper Distributors price agreement](#). [Western website](#)
2. [Grainger price agreement](#) – [catalog link to selection here](#)
3. [Fastenal price agreement](#) – [Fastenal website](#)

If schools are interested in purchasing from these vendors, they should reach out directly to the vendors. Vendors' emails and phone numbers are listed in the "Ordering/Contact Information" section of each price agreement (links labeled Western Paper Distributors, Grainger, Fastenal). Schools will need to follow their own policies and rules to make these purchases and issue purchase orders or contracts, if required, with these vendors. Schools will need to work directly with the price agreement vendors regarding orders.

Can you anticipate funding range?

- On Question 6 of the application indicate the amount of funding you are requesting.

6. Indicate the amount of funding you are requesting. Select from the following three options:	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$2,500	<input type="checkbox"/> \$4,000
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- Awards will likely range from \$1,000 to \$4,000, based on the amount of funding requested and the number of applications received.

Can I send you the Word version of the form?

No. The Word version of the application is for you to use as a worksheet.

Applicants will complete their application in [GAINS](#).

How does this grant program relate to CRS 22-1-147, which was implemented through [HB24-1164](#)?

The Menstrual Hygiene Products Accessibility grant program provides funding to increase access to products and has been in statute (CRS 22-2-147) since 2021.

We recommend discussing the implementation of the newly passed statute (CRS 22-1-147) with the legal advisor at your district.

Is there a maximum per unit cost allowable for disposal receptacles?

There is not a max per unit on items.

Are schools serving older students prioritized for funding over those serving younger students? My school serves up to 6th grade so I'm wondering if we would be lower priority and/or if we should request a lower amount of funding.

The age of students served is not part of our prioritization process. We recommend selecting the funding amount that best meets your needs. If you think the need will be less due to the students you serve, you could consider selecting a smaller amount.

Is there a chance that the amount we request could be funded for less than what we ask?

It is possible that you may be funded at a lower amount.

How do I enter budget line items in GAINS?

There is a short video on the GAINS Training webpage that takes you through entering your budget for your application.

Is there a narrative where we explain how we are going to use the funds?

No, you will use the budget description to explain how the funding will be used. (e.g. 5 boxes of pads at \$x.xx per box)

Under the budget there is a salary category. Is that for the install cost or something else? If install is done by district staff can the cost still be covered by to \$100 as listed on the website?

The salary category can be used for the install cost. Install done by the district can still be covered at \$100 per machine.

Questions?

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Jacklyn Thompson

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GAINS Application Support

GAINS@cde.state.co.us