

School Health Professional Grant Program State and Local Federal Recovery Funds (SLFRF)

PURSUANT TO: HB22-1243 and SB22-147

Application Webinar

October 13, 2022

This webinar will be recorded and posted to the SHPG webpage.



This is **NOT** a 3- or 4-year state grant cycle. **This is Federal Reimbursement Money.**



Duration of Grant

Grants will be awarded for a two-year term: January 1, 2023 through December 31, 2024.



Webinar Overview



- View timeline
- Explain differences with federal funds
- Review application elements



Closely look at evaluation rubric



- Please add your questions to the chat box
- Any questions we cannot answer, we will follow up



School Health Professional Grant Program State and Local Federal Recovery Funds (SLFRF) Grant Timeline



SHPG-SLFRF (Federal Funds) Timeline

November 2022	
Nov 1st	SLFRF Letter of Intent due
Nov 18th	Grant application due
Nov 28th	Application review begins
January 2023	
Jan 6th	Initial notifications sent to grantees (recommended for funding/recommended with changes/not recommended for funding)
Jan 11th-12th	State Board Meeting Approval

Grants will be awarded for a two-year term beginning on January 1, 2023 through December 31, 2024.



Differences with this Federal Funds RFA



Differences between Federal and State Funds

Federal Funds	State Funds
Reimbursement grant	Funds disbursed upfront
Indirect costs allowed	Indirect costs not allowed
Additional reporting + state reporting requirements	State reporting requirements only
UEI #/Active	
Subject to 2 CFR 200 Regulations Potential of CDE Monitoring	

**Grants Fiscal recommends reaching out the district's Federal Grants Manager, if available, to let them know you are submitting an application



Program Key Elements



Purpose

This matching grant program exists to help K-12 schools:

- Enhance support for student mental and behavioral health needs that have arisen in response to the COVID-19 public health emergency.
- Increase the presence of school health professionals in K-12 schools to provide substance abuse and behavioral health care to students who are enrolled in elementary and secondary schools and have substance use or misuse, or other behavioral health needs;
- Provide training and resources for the school health professionals, other behavioral health school team members, and school staff on the implementation of evidence-based programming (defined as programming that evaluation research has proven to be effective) on substance abuse prevention education and behavioral health education for all students who are enrolled in K-12 schools; and
- Allow school health professionals to provide care coordination and connect students who are enrolled in K-12 schools with services that are provided by community-based organizations for treatment and counseling for students who are at risk for substance abuse and behavioral health needs.

School Health Professional Grant Program - State and Local Federal Recovery Funds (SLFRF) Webpage

2022 SLFRF Application Materials

- School Health Professional Grant Program State and Local Federal Recovery Funds (SLFRF) Funding Opportunity
- School Health Professional Grant Program State and Local Federal Recovery Funds (SLFRF) Budget Workbook (Excel)



Eligible Applicants

Education Providers (on behalf of K-12 schools) are eligible to apply for this opportunity in order to enhance the presence of school health professionals in their K-12 schools. An eligible Education Provider is

- A School District;
- A Board of Cooperative Services (BOCES);
- A Charter School authorized by a School District; or
- A Charter School authorized by the Charter School Institute

Applications will not be accepted from individual non-charter schools within a school district or BOCES. Applications must be authorized and submitted through the district or BOCES. A charter school's authorizer will be the fiscal agent, if funded.

Applicants that have received funds from this grant program in previous years or applicants who currently are funded from this grant program may apply for the current funding opportunity, however, applicants who do not currently have funding will be given priority consideration in the funding decision process.

For applicants that currently have funding from the School Health Professional Grant Program, the expectation is that the application narrative will include references to that award, where applicable. Applicants should demonstrate ongoing and improved capacity in the program (including expanded or augmented grant activities) and describe those grant priorities that have improved their infrastructure to address students' behavioral health needs.



Priority Considerations

Priority Considerations

Available grant funding will be awarded to Education Providers on behalf of school(s) based on the demonstration of the following priority considerations:

- Need for additional school health professionals, demonstrated by data regarding substance use or misuse and behavioral health needs of students. Other examples to demonstrate need may include:
 - Descriptions of school climate;
 - Availability, usage, and attitudes of students and community towards drugs and alcohol; and
 - o Increases in disciplinary action related to substance use.
- Development/existence of a successful school health team in Education Provider's school(s).
- Education Provider's emphasis and commitment to implement evidence-based programs and strategies. "Evidence-based" is defined as programming and strategies that evaluation research has shown to be effective. For the purposes of this grant, promising and best practices should be identified as such.
- Likelihood that the Education Provider will continue to fund the increases in the level of school professional services following expiration of the grant.
- The amount of matching funds the Education Provider can commit.



Available Funds and Matching Funds

This application is being released but is contingent upon approved appropriations to the School Health Professional Grant (Behavioral Health Care Professional Matching Grant) for the Grant term beginning on January 1, 2023.

The anticipated level of funding is approximately \$7 million for two years. Applicants will be awarded out of one of the two funding streams.

For applicants who are currently funded out of the state SHPG program: there will be an annual award cap (including indirect costs) up to, but not exceeding, \$100,000. This amount is per application (e.g., district, BOCES, charter schools). This will amount to a total award available of up to \$200,000 over two years.

For applicants who are **not currently funded** out of the state SHPG program, this funding limitation does not apply.

Note: Applicants must demonstrate a match of up to 10% of the funds requested. Federal funds may not be used for matching funds. The matching funds can come from state dollars, local government dollars, private dollars, or in-kind support. Matching funds may include both in-kind and cash matches. Examples of in-kind matches are salaries (staff stipends), computers, or telephones for newly hired school health professionals. As a best practice, applicants should track matching funds separately from their general operating budget or other matching funds.



Allowable Use of Funds

Allowable grant activities include:

- Staff training and professional development and associated travel costs, including attendance at a required grantee conference in the fall of each grant year;
- Resources for school staff on the implementation of evidencebased programming on substance use or misuse prevention education;
- To provide behavioral health care services at recipient schools, including but not limited to screenings, counseling, therapy, and referrals to community organizations.
- Indirect costs
- Administrative costs-must be justified and no more than 15% of total request.
- Hiring School Health Professionals which may include a State Certified School Psychologist, Social Worker, Nurse, Counselor, or other DORA licensed or State certified School Health Professional.

Individuals who will fill these positions under this grant must be currently licensed through the Colorado Department of Education, have a license through DORA, or have a temporary emergency license from the Colorado Department of Education.

Unallowable grant activities include:

- Incentives for students, staff, or family (e.g., t-shirts, items with monetary value)
- Funds must not supplant federal, state, local, or nonfederal funds

An Education Provider that receives a grant under the program must use the funds to increase the level of funding for K-12 school health professionals to provide substance use or misuse and behavioral/mental health care to students prior to receiving the grant and not to replace other funding allocated to provide school health professionals.



Recommendations and Ideas for Allowable use of Funds

- Supplies ex: De-escalation/Zen Room supplies (e.g., aromatherapy, wobble chairs, yoga mats)
- Contracted Services
- Professional Development ex: all cost associated with bringing in a trainer to your location
- Stipends
- Conference Registration & Travel costs

While Salary costs are allowable, **we highly recommend** the continued use of your State SHPG funds - and the upcoming State SHPG application - for those Salary costs. We highly recommend that you use these funds for innovative training, contracted services and supply costs.



Funding Used for Equipment

- Federal equipment is viewed as a single equipment item over \$5,000 per item so for Non-Capitalized equipment referred to it as "highly walkable items"
- Your programs internal controls should have a method to address the safety, security and condition of all highly walkable items funding under these federal funds.
- CDE does not require any additional information from the program apart from what is provided in the budget unless the item costs over \$5,000



Indirect Costs

- Indirect costs generally covers the overhead costs (rent, utilities, management of the grant such as an accountant) of administering the grant program. If applicants elect to claim their indirect cost, they will need to indicate how they intend on spending those funds.
- Indirect costs are calculated based on the percentage of your Federally Negotiated Indirect Cost Rate (ICR). You can choose to claim your full ICR OR a lower percentage OR none.
- Indirect costs are NOT automatically generated with your Request for Funds it is your responsibility to track and request those with your reimbursements.
- Indirect costs must be accounted for in your general ledger via lump sump this amount should not be itemized.



Federal Funds Reimbursement and Monitoring Process

Federal Funds are reimbursement based. Once a grantee is awarded, they will be required to submit for **at least** quarterly reimbursement - best practice would be monthly - through the "Request for funds" process, which will be further outlined post-award. Federal Funds also require a higher level of review and monitoring. In order to receive any funding, the requirements are as follows:

- Quarterly review of cumulative general ledger CDE will require awardee to submit a cumulative general ledger for all State and Local Federal Recovery Funds (SLFRF) revenues and expenditures per established reimbursement schedule.
- Sample selection CDE will review the general ledger and return to awardee with expenditure sample requests indicated. The sample review will consist of up to **20%** of reimbursed expenditures for each quarter.
- Awardee will submit the expenditure supporting documentation through a separate SLFRF Monitoring Form.
- CDE will review each sample request and follow up with any additional questions or requirements. These samples will consist of labor costs (time and effort), supplies, contracts, etc. The backup for these expenditures may include, but not limited to, time and effort reports, invoices, sales receipts, purchase agreements, P-card statements, purchasing approval support and other documents as necessary to review for allowability, reasonableness and necessity to carry out the objective of the program.



Evaluation and Reporting

Each Education Provider that receives funds through this grant program will be asked to submit the following information:

Mid-Year Progress Report: Due June 30, 2023 for Year 1 and June 30, 2024 for Year 2

Please include the following information and any applicable data:

- 1. Provide data that will help with strategic planning, data-driven decision-making, quality improvement, and evaluation. The data will tell how well programs are serving the students by answering these questions: How much was done? How well was it done? Is anyone better off?; and
- 2. Indicate which participants have been involved with work and/or trainings so far this year.

Submit work plan update with the following information:

- 1. Describe the progress on the projected goals you plan to have completed/accomplished by the end of this school year; and
- 2. Describe any current unexpected roadblocks that have occurred so far this year that are hindering the goals of the work plan.

End-of-Year Program Report: Due January 31, 2024 for Year 1 and January 31, 2025 for Year 2

Please include the following information and any applicable data

- 1. Resources used to support the program;
- 2. The number of school health professionals hired;
- 3. A list and explanation of the services provided;
- 4. Professional development received for school health professionals, faculty, and staff; and students served; and
- 5. Data in the SHPG will help with strategic planning, data-driven decision-making, quality improvement, and evaluation. The data will tell how well programs are serving the students by answering these questions: How much was done? How well was it done? Is anyone better off?

Submit work plan update with the following information:

- 1. Describe the progress on the projected goals you plan to have completed/accomplished by the end of this school year; and
- 2. Describe any current unexpected roadblocks that have occurred so far this year that are hindering the goals of the work plan.



Evaluation and Reporting (continued)

Mid-Year/Interim Financial Report:

Submit the progress on the budget spending for the grant year (Completed on Colorado Department of Education Annual Financial Report document).

- 1. Interim Financial Report due on July 31, 2023 for Year 1
- 2. Interim Financial Report due on July 31, 2024 for Year 2

End-of-Year Annual Financial Report:

Submit final progress on the budget spending for the grant year (Completed on Colorado Department of Education Annual Financial Report document).

- 1. Annual Financial Report due on March 31, 2024 for Year 1
- 2. Annual Financial Report due on March 31, 2025 for Year 2

Grantees will also collaborate with CDE program staff on an annual site visit with the SHPG-SLFRF program manager and other key staff.



Submission Process and Deadline

- Completed applications (including all required elements outlined below) must be submitted through the <u>online application form</u> by **Friday, November 18, 2022, by** 11:59 pm.
- Within the online application, applicants will complete Part I with their applicant information and upload attachments as described in the Required Elements section.
- Incomplete or late applications will not be considered. If you do not receive an email
 confirmation of receipt of your submission from the application system within 24
 hours after the deadline, email CompetitiveGrants@cde.state.co.us.
- Application materials and budget are available for download on CDE's <u>SHPG-State</u> and Local Federal Recovery Funds (SLFRF) website.



Application Format

- The total narrative (Sections A-F) of the application cannot exceed 10 pages. See following slide for the required elements of the application. Note: Applications that exceed 10 pages will not be reviewed. If you need any clarification about what the page limit will or will not include, please reach out to the application contacts prior to submitting.
- All narrative response pages must be standard letter size, 8-1/2" x 11", using no smaller than 12-point font, single-spaced, with 1-inch margins, and numbered pages.
- The Program Assurances Form must include signatures from the lead organization/fiscal agent. If grant application is approved, funding will not be awarded until all signatures are in place.
- Other than the specified required attachments, other attachments or addendums cannot be utilized to address the required elements or be factored into the scoring and are therefore discouraged.



Required Elements

The format outlined below **must be followed** to assure consistent application of the evaluation criteria.

See evaluation rubric for specific selection criteria needed in Part III, Sections A-F (pages 11-14 of the RFA).

Complete responses in the online application form	Part I: Applicant Information Executive Summary
Upload these documents in the <u>online application form</u> : 1. Part II: Program Assurances Form	Part II: Program Assurances Form
 2. Part III: Application Narrative 10-page limit for Application Narrative, A-F (Budget Narrative does count towards page limit) 3. Budget Workbook Submit in Excel format in original CDE template. (Workbook does not count towards page limit.) 	Part III: Application Narrative (A-F cannot exceed 10 pages) A. Priority Considerations B. Needs Assessment C. Program Description D. Partnerships E. Sustainability F. Budget Narrative
	Budget Workbook

Please ensure that the applicant name is present in the title of all documents to be uploaded into the online form.

For example: "DistrictName_Narrative"



Required Elements Part I

School Health Professional Grant (SLFRF):

2022-2023 Application Submission

Part I: Applicant Information and Executive Summary

Part I will be completed using the online application form. The online system does not save works in progress so applicants may wish to complete their information in this document and copy responses into the online application.

Submit all application materials through the online application form.

Please note that there are a few additional questions included in Part I for the receipt of Federal Funds. Applicants will provide the following:

- Unique Entity Identifier # (UEI)
- Any UEI Exclusions
- Details on Indirect Costs (is applicant utilizing their Federally Negotiated Indirect Cost Rate)

[For Charte	Local Education Provider (LEP) Information [For Charter School applicants, the LEP information section should be your authorizing district or CSI, including the LEP Code, Mailing Address, and UEI details. Specific school information will be captured later in this form.]					EP Code,				
LEP Name:	Woming Address, o	ond our det	ons, opeeme sen	1001111	1011110	tion will be c			igit Code:	
Mailing Addre	ess:						UEI	#:		
UEI # Expirati		Are there	exclusions ass	ociat	ed wit	h this UEI?	□ No □ Y	es (p	lease provid	de details)
			Type of Ed	ucati	on Pro	ovider			<u> </u>	
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[☐ School District	□во	CES 🗆 [Distric	t Cha	rter School	□ csi	Char	ter School	
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	☐ West 0	Central	☐ Southwest		□ s	outheast	☐ North	east		
			Reques	sted I	Fundi	ng				
			equest should be							
Is applicant re	equesting indirect	costs base	d on their Fed	erally				e?	☐ Yes	□ No
Amount of R	equested Funding	Ś					ching Funds	Ś		
[01/01/2	3 – 12/31/24]	•					0% of request	11.		
Name		Au	thorized Repr	_		Information	1			
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receptioner			Fiscal Man			nation				
Name:	Fiscal Manager Information Name:									
Telephone:					nail:					
	Previous Grant Information									
			n will be verified					decis		
	cant previously rec					n Profession	nal Grant?	_	☐ Yes	□ No
If previously f	If previously funded, were funds expended in a timely manner?			☐ No						
If previously funded, were any unspent funds reverted to CDE?										
If funds were reverted, please enter the year(s) and amount(s) below:										
Year(s): Amount(s):										
Recipient Schools [provide the school name and four-digit school code for each school participating in this grant]										
School Name – 0000;										
School Name - 1111;										
School Name	School Name – 2222; etc.									
Executive Summary Provide a brief description of the program to be supported by this freeding. May not preced 500 words. Does not say										
Provide a brief description of the program to be supported by this funding. May not exceed 500 words. Does not cour towards 10-page limit for narrative responses. The Executive Summary is not a scored component of the application										



Required Elements Part II

Part II: Program Assurances Form

The Program Assurances Form should be uploaded in the online application at the time of submission. Signatures do not have to be complete prior to the application deadline, but must be in place before final approval can be granted.

For Charter Schools, your authorizing district or CSI must sign off in the Authorized Representative field. All other signatures will be at the school level (Board President and Program Contact).

Part II: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application for the School Health Professional Grant Program (SLFRF), and the receipt of program funds. , 2022, the Board of hereby agrees to the following assurances: 1) Grantee will annually provide the Colorado Department of Education all required evaluation and reporting information (see Evaluation and Reporting section on page 5). 2) Attendance is required at the annual CDE Fall conference, provided by CDE, as well as up to two additional training meetings throughout each year. 3) Grantee 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 school health professionals or services for students in secondary schools and grant dollars will be administered by the appropriate fiscal agent. 5) Funded projects will maintain appropriate fiscal and program records and fiscal audits of this program will be conducted by the grantees 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) Grantee will maintain sole responsibility for the project even though subcontractors may be used to perform

8) Grantee will ensure compliance with Article V, Section 50, of the Constitution of the State of Colorado.

The Colorado Department of Education may terminate a grant award upon thirty days' notice if it is deemed by CDE that the applicant 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 CDE before modifications are made to the expenditures. Please contact Anna Friedman (Friedman A@cde.state.co.us, 720-778-1877) and Stephanie Bernard (Bernard S@cde.state.co.us, 720-591-3264) for any modifications.

Name of Organization Board President (School Board, BOCES, Charter School)	Signature	Date
Name of Organization Authorized Representative (Superintendent, Charter School Institute, BOCES Executive Director)	Signature	Date
Name of LEP Program Contact	Signature	Date

Note: If grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.



Required Elements Part III

- Narrative: [May not exceed 10 pages]
 - Section A: Priority Considerations
 - Section B: Needs Assessment
 - Section C: Program Description
 - Section D: Partnerships
 - Section E: Sustainability
 - Section F: Budget Narrative and Google Sheet Budget
 - Budget Narrative does count towards 10-page limit.
 - Budget Workbook does not count towards 10-page limit.
- See Part III: Narrative Criteria and Evaluation Rubric on pages 11-14 of the RFA for the specific questions to which applicants should respond.



Review Process

- Applications will be reviewed by CDE staff and peer reviewers to ensure they contain all required components. Applicants will be notified of final award status no later than Friday, January 6, 2023.
- Note: This is a competitive process applicants must score at least 75 points out of the 120 possible points to be recommended for funding, and all required elements must be addressed (see Part III: Narrative Criteria and Evaluation Rubric on pages 11-14 of the RFA).
- Applications that score below 75 points may be asked to submit revisions for final funding approval. There is no guarantee that submitting an application will result in funding or funding at the requested level.
- All award decisions are final.
- Applicants that do not meet the qualifications may reapply for future grant opportunities.



Evaluation Rubric

Parts I-II: Application Introduction [Not Scored]

Applicant Information, Executive Summary, and Program Assurances Form

Part III: Narrative [120 Points]

The following criteria will be used by reviewers to evaluate the application. For the application to be recommended for funding, it must receive at least 75 points out of the 120 possible points and all required elements must be addressed. An application that scores below 75 points may be asked to submit revisions that would bring the application up to a fundable level. An application that receives a score of zero on any required elements will not be funded without revisions.

For those applicants that have previously received funding from the School Health Professional Grant Program, the expectation is that the narrative will include references to that award, where applicable. For example, discuss how the funds contributed to the program and what still needs to be accomplished. Applicants should demonstrate ongoing and improved capacity in the program and a well-developed plan for sustainability.



Scoring Definitions

Minimally Addressed or Does Not Meet Criteria	Information not provided
Met Some but Not All Identified Criteria	Requires additional clarification
Addressed Criteria but Did Not Provide Thorough Detail	Adequate response, but not thoroughly developed or high-quality response
Met All Criteria with High Quality	Clear, concise, and well thought out response

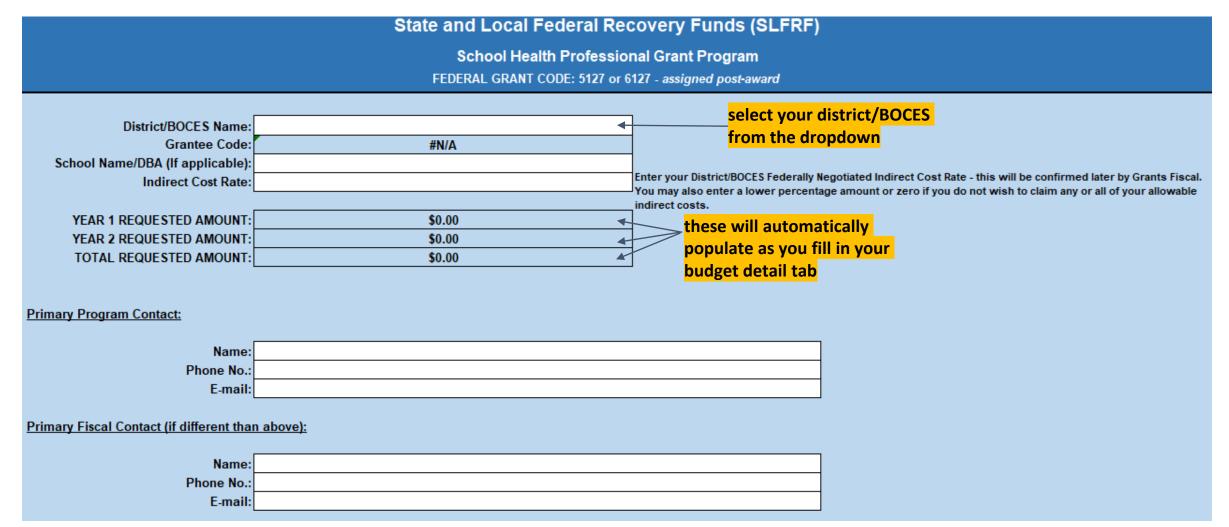
School Health Professional Grant Program (SLFRF) **Application Scoring** CDE Use Only Application Introduction Not Scored Narrative Section A: Priority Considerations: Section B: Needs Assessment Program Description /30 Section C: Partnerships /10 Section D: Section E: Sustainability /15 Section F: Budget Narrative and Budget Workbook /20 Total: /120 GENERAL COMMENTS: Please indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores. Strengths: Weaknesses: Required Changes: RECOMMENDATION: Funded Funded with Changes Not Funded



Budget Workbook

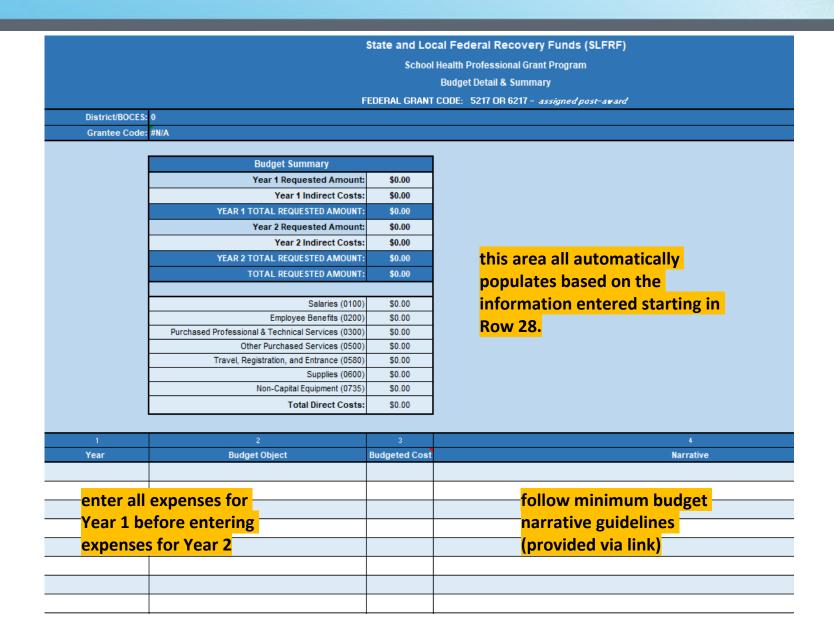


Budget - Cover Page



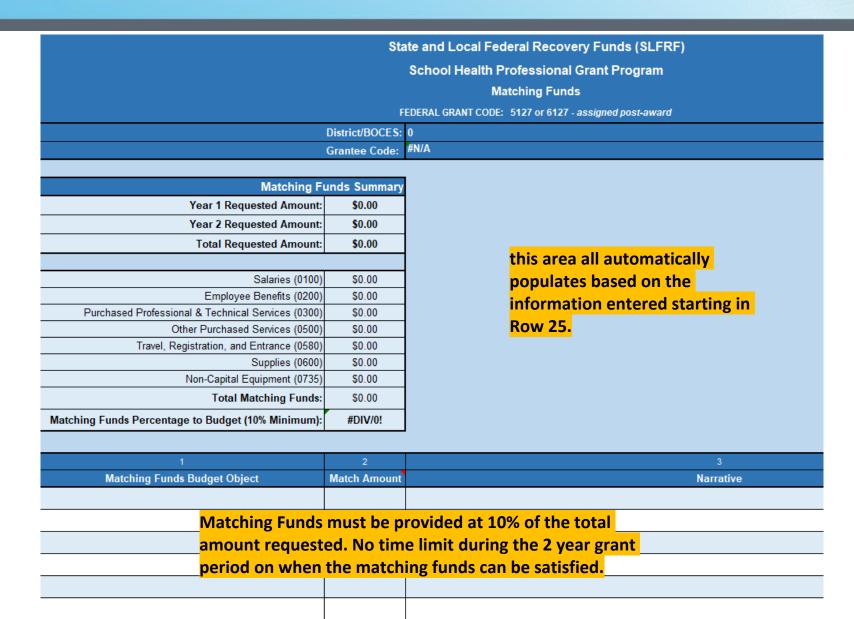


Budget - RFA Budget Detail





Budget - Matching Funds





Contact Information

Program Questions:

• Stephanie Bernard, Health Education Services (720) 591-3264 | bernard s@cde.state.co.us

Budget/Fiscal Questions:

 Anna Friedman, Grants Fiscal Management Unit (720) 778-1877 | Friedman A@cde.state.co.us

Application Questions:

 Mandy Christensen, Grants Program Administration Office (303) 866-6250 | Christensen A@cde.state.co.us

