

Pending Final Approval from the USDE



COLORADO DEPARTMENT of EDUCATION

## APPLICATION FOR FEDERAL FUNDS

### Project SERV (Immediate Services Grant) Funding to Support Learning Environments Disrupted by September, 2013, Colorado Floods

Pursuant to: THE SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT

**Proposals Due:** Friday, November 15, 2013, by 4:00 p.m.

*Frequently Asked Questions can be found at:*

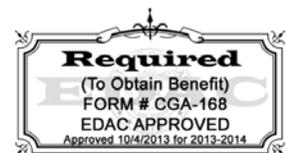
<http://www.cde.state.co.us/sites/default/files/ProjectSERVQandA.pdf>

**With RFP questions, please contact:**

Trish Boland ([boland\\_t@cde.state.co.us](mailto:boland_t@cde.state.co.us) or 303-866-6998)

**With budget questions, please contact:**

Marti Rodriguez ([rodriguez\\_m@cde.state.co.us](mailto:rodriguez_m@cde.state.co.us) or 303-866-6769)



**APPLICATION FOR FEDERAL FUNDS FROM PROJECT SERV (Immediate Services Grant)  
TO SUPPORT LEARNING ENVIRONMENTS DISRUPTED BY SEPTEMBER, 2013, COLORADO  
FLOODS**

**Applications Due: Friday, November 15, 2013**

### **Purpose**

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This program funds short-term, education-related services for local educational agencies (LEAs) to help them recover from a violent or traumatic event in which the learning environment has been disrupted. The short-term grant is called Immediate Services grant and is the grant awarded to Colorado. This application is to be used only by a school district that that has had its learning environment disrupted by the September, 2013, Colorado flooding, and is applying for Project SERV (School Emergency Response to Violence) funds to support education-related services.

### **Eligibility**

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Any district that had the learning environment disrupted by the September, 2013 floods is encouraged to apply for reimbursement of expenses that are allowable under Project SERV. Like other federal grants, the district's application must include any reimbursable expenses incurred by charter and nonpublic schools that experienced damage that disrupted the learning environment of their establishments.

### **Duration**

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A school district (on behalf of a charter, traditional public, or nonpublic school) may apply for reimbursement of expenditures in support of qualifying education-related services that were incurred as a result of the September, 2013 Colorado floods. Funds will be available to districts by December 2, 2013, and must be drawn down no later than April 30, 2013.

### **Allowable Activities**

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A school district, on its own behalf or on the behalf of any eligible charter or nonpublic schools, may request reimbursement of expenditures in support of activities and costs that are reasonable, necessary, essential, and intended to restore a sense of safety and security; activities intended to assist the victims/students to understand the dynamics of victimization and stabilize their lives; and activities that assist school districts and charter schools in managing the practical problems created by the September, 2013, Colorado floods; or that have produced an undue hardship on the school district and its schools (including, traditional, charter, or nonpublic schools). Note: funds will only be provided as a reimbursement of eligible expenditures; the Colorado Department of Education cannot subgrant the Project SERV funds.

**Note:** Project SERV funds may only be used for reimbursement of activities/expenses that district insurance and FEMA assistance funding did not cover.

The following are examples of **Eligible** types of services or activities:

- Targeted mental health assessments, referrals and services related to the September, 2013 CO floods, with the goal of restoring victims/survivors to their pre-incident levels of functioning;
- Overtime for teachers, counselors, and law enforcement and security officers and other staff;

- Substitute teachers and other staff as necessary;
- Emergency transportation;
- Technical assistance on developing an appropriate response to crisis;
- Transportation and other costs to operate school at an alternative site (e.g., leasing of space to substitute for damaged building);
- Temporary security measures such as non-permanent metal detectors and additional security guards and security cameras.

Note: the above list is not meant to be exhaustive; other services may be eligible, as long as they are not on the ineligible list, and as long as they are in addition to costs the school district or charter school would have incurred in the absence of the September, 2013 Colorado floods. For more information, see the Project SERV Q and A at:

<http://www.cde.state.co.us/sites/default/files/ProjectSERVQandA.pdf>

### ***Ineligible Expenses***

A school district may **not** request funds for the following types of services and activities:

- Any activity for which other resources are available (e.g., insurance; construction, or renovation funding);
- Claims recoverable under insurance coverage, including Medicaid reimbursements for related services to school staff;
- Payments of fines assessed upon the school district or charter school, employees and/or members of employees' or students' families;
- Payment of settlements assessed against the school district or charter school, employees and/or members of employees' or students' families;
- Emergency management planning;
- Services of existing County/public/private nonprofit mental health agency staff whose role is to respond to emergency mental health needs of children; services normally provided by the school district or charter school;
- Mental health services for persons other than teachers, students, faculty or members of the immediate families of students, faculty, and teachers;
- Costs for hospitalization, treatment of physical injuries, rehabilitation or prescription costs;
- Costs associated with public relations consultants or activities;
- Permanent security measures such as stationary metal detectors, permanent security cameras; construction;
- Violence and drug prevention activities or programs, except those specifically addressing hate crime issues;
- Lost revenue.

### **Providing services to eligible nonpublic school students, teachers, and other personnel**

The No Child Left Behind (NCLB) legislation, Section 9501, requires all applicants for certain discretionary grant programs to include and provide services to eligible nonpublic school students, parents, and/or teachers. This grant program is governed by this requirement.

The CO Department of Education website ([http://www.cde.state.co.us/choice/nonpublic\\_index](http://www.cde.state.co.us/choice/nonpublic_index)) includes a list of nonpublic schools by locality as well as Frequently Asked Questions (FAQ) with suggestions on how to contact the schools and how to document those contacts.

The LEA is responsible to identify all appropriate nonpublic schools and to contact the appropriate nonpublic school officials to begin the consultation process. The nonpublic school(s) must be given a genuine opportunity to participate in the grant program. The NCLB legislation requires all applicants to conduct timely and meaningful consultation with the appropriate nonpublic school officials prior to the development of the local project's grant application and prior to any decision being made regarding the design of the local project that could affect the ability of nonpublic school students, teachers and other education personnel to receive benefits. Consultation must continue throughout the implementation and assessment of activities.

Listed below are the considerations that must be taken into account by all applicants when assessing the needs of the nonpublic school students and teachers and when determining in consultation with the nonpublic school(s) whether those needs fit the grant's program design. Consultation generally must include discussion on such issues as:

- Which children will receive benefits under the project and how their needs will be/have been identified;
- What services will be provided;
- How, when, where, and by whom the services will be provided;
- How the services will be assessed and how the results of the assessment will be used to improve those services;
- The amount of funds available for services; and
- How and when decisions about the delivery of services will be made.

NOTE: A unilateral offer of services by an applicant agency with no opportunity for discussion on the part of the nonpublic school representative is not adequate consultation.

The applicant must complete and include the Documentation of Nonpublic School Participation Form. In addition, a Nonpublic Equitable Participation Summary and Affirmation of Consultation Form for each nonpublic school located within district boundaries must be included. An applicant agency may be disqualified if it fails to complete and include these forms in its grant application.

Please note that the nonpublic school consultation requirement does not apply to charter school applicants.

### **Submission Process and Deadline**

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The completed application must be emailed by **Friday, November 15, 2013, at 4:00 p.m.** to: **CompetitiveGrants@cde.state.co.us**. Faxes will not be accepted. Application materials are available for download on the CDE Website at: <http://www.cde.state.co.us/fedprograms/ov/tiv>

An application will be funded to the extent that it is approvable and funds are available. If the total number of approvable applications exceeds the available funds, district awards may be pro-rated and

adjusted accordingly. CDE will develop a system that provides districts' with their equitable share of the \$750,000.

**A complete application includes the following documents:**

- Part I:** Cover Page
- Part II:** Funding Request spreadsheet form
- Part III:** Justification for a Disrupted Learning Environment form
- Part IV:** Certifications and Assurances form
- Part V:** Documentation of Federal Compliance (DUNS/SAM) form
- Part VI:** Board Resolution to Apply for Funds form
- Part VII:** Documentation of Nonpublic School Participation form
- Part VIII:** Nonpublic Equitable Participation Summary and Affirmation of Consultation Form

**Directions for Completing Forms**

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***Funding Request Form***

*County Code:* Enter the code for the county in the cell.

*School District Name:* Enter the full name of the school district or charter school in the cell.

*School District Code:* Enter the code for the district or charter school in the cell.

✓ **NOTE: Enter all costs in whole dollars. The Total will automatically calculate.**

- Function and Object Code: List the function and object codes for each service or activity. The GAAP codes must be used.
- Description/Itemization: List/describe the item(s) to be funded by each category. Each item budgeted must be related to the type of service on the eligible expenses list. The justification for such service or activity must be provided on the Justification Form.
- Type of Service or Activity: Reference the appropriate service or activity from the eligible expenses list for each budget item.
- Other Funding Sources: For each type of service or activity indicate with a “check” whether the service or activity qualified to be funded from other sources. Such sources include, but are not limited to: claims recoverable under insurance coverage, or reimbursement from FEMA.
- Itemized Budget: Indicate the total cost of the service or activity for which funds are requested.

NOTE: To the extent possible, LEAs receiving funds under Project SERV must provide for equitable participation by nonpublic school students and teachers.

***Certification and Assurances***

By signature, this certifies and assures the district's compliance with all listed requirements. The Certification and Assurances must include an electronic signature or scan a signed form for submission by email.

***Documentation of Federal Compliance (DUNS/SAM) Form***

Enter the appropriate information on each line, as applicable. This form must be completed prior to any award being made. This form must include an electronic signature or scan a signed form for submission by email.

***Board Resolution to Apply for Funds***

If the board of education is unable to meet to act on the Board Resolution to Apply for Funds by the submission date of November 12, 2013, the district must submit a letter, signed by the board secretary, indicating the date the board will act on the resolution. In this event, the resolution must arrive no later than November 25, 2013, for an application to be considered for funding. No payment may be issued without the signed board resolution. The board resolution must include an electronic signature or be signed and scanned for submission by email.

***Documentation of Nonpublic Participation***

Enter the appropriate information, as applicable. This form must be included in the application. This form must include an electronic signature or scan a signed form for submission by email.

***Nonpublic Equitable Participation Summary and Affirmation of Consultation***

Enter the appropriate information, as applicable. This form must be signed and dated by both the applicant authorized representative and the nonpublic school official where appropriate. Each form must include an electronic signature or scan a signed form for submission by email.

**APPLICATION FOR FEDERAL FUNDS TO SUPPORT LEARNING ENVIRONMENTS  
DISRUPTED BY SEPTEMBER, 2013, COLORADO FLOODS**

**PART I: COVER PAGE** *(Complete and attach as the first page of proposal)*

<b>Name of Education Provider:</b>			
Mailing Address:			
<b>Authorized Representative:</b>			
Telephone:		Fax:	
Email:		District Code:	
<b>Signature:</b>			
<b>Program Contact Person:</b>			
Telephone:		Fax:	
Email:			
<b>Signature:</b>			
<b>Fiscal Manager:</b>			
Mailing Address:			
Telephone:		Fax:	
Email:			
<b>Type of Education Provider:</b> <i>Check one box below that best describes your organization.</i>			
<input type="checkbox"/>	Public School District	<input type="checkbox"/>	Charter School Institute
<b>Region:</b> <i>Indicate the region(s) this proposal will directly impact</i>			
<input type="checkbox"/>	Metro	<input type="checkbox"/>	Pikes Peak
<input type="checkbox"/>	North Central	<input type="checkbox"/>	Northwest
<input type="checkbox"/>	West Central	<input type="checkbox"/>	Southwest
<input type="checkbox"/>	Southeast	<input type="checkbox"/>	Northeast
<b>Amount Requested:</b> <i>Indicate the total amount of funding you are requesting.</i>			
\$			

**PART II: FUNDING REQUEST**

*Use the EXCEL spreadsheet provided by the Colorado Department of Education. Complete the form according to the instructions provided, print and insert into this application prior to submission.*

**Part III: Justification for a Disrupted Learning Environment Form**  
*(This form must be completed if applying for any funding.)*

**Directions:** If the school district is applying for funds, provide a brief explanation of each type of service or activity for which reimbursement is sought, including how the learning environment was disrupted, and why such service or activity was necessary; explain the length of service or activity, including whether or not such service or activity will remain as an aspect of the learning environment of the school district; include an explanation of why other funding sources were not available, or why this service or activity did not qualify to be supported by other sources (i.e., district insurance, FEMA).

## **PART IV: CERTIFICATIONS AND ASSURANCES FORM**

### **Certifications**

By applying for these funds, the authorized representative certifies the following to the Colorado Department of Education:

The authorized representative certifies that all information in the Application for Funds is a true and complete accounting of the requested information and the district's intended use of the requested funds.

### **Assurances**

As the duly authorized representative officer of the applicant agency, I am aware that submission to the Department of Education of the accompanying application constitutes the creation of a public document, and I certify that the applicant:

- Has the legal authority to apply for the funds made available under the requirements of the NGO, and has the institutional, managerial and financial capacity (including funds sufficient to pay the non-federal/state share of project costs) to ensure proper planning, management and completion of the project described in this application.
- Will give the Colorado Department of Education, or its authorized representatives, access to, and the right to examine, all records, books, papers, or documents related to the award and will establish a proper accounting system in accordance with generally accepted accounting principles (GAAP).
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, personal or organizational conflict of interest, or personal gain.
- Will implement the program in accordance with the applicable Notice of Grant Opportunity and the approved grant application.
- Will comply with provisions of the Public School Contracts Law: *N.J.S.A. 18A:18A*, and other relevant state laws and regulations.
- Is in compliance, for all grant awards in excess of \$100,000.00, with the Byrd Anti-Lobbying amendment, incorporated at Title 31 U.S.C. 1352. This certification extends to all lower tier grantees as well.
- As well as its principals and subgrantees, for all grant awards in excess of \$25,000.00, is not presently debarred, proposed for debarment, declared ineligible, suspended, or voluntarily excluded by any federal agency from receiving federal funds in accordance with Executive Orders 12549 and 12689.
- Will comply with Section 6002 of the Resource Conservation and Recovery Act (RCRA), P.L. 94-580, codified at 42 U.S.C. 6962 if the applicant is an entity of state and/or local government and will give preference to the purchase of recycled materials identified in U.S. EPA guidelines (40 CFR Part 247-254).

Pending Final Approval from the USDE

- Will comply with all federal and state statutes and regulations relating to nondiscrimination. These include, but are not limited to:
  - (A) Title VI of the Civil Rights Act of 1964 (P.L 88-352; 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin;
  - (B) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex;
  - (C) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps;
  - (D) Section 503 of the Rehabilitation Act of 1973, as amended (41 CFR Parts 61-741.5(a)), as applicable, which requires affirmative action in employment;
  - (E) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR Part 90), which prohibits discrimination on the basis of age, and
  - (F) the Americans With Disabilities Act of 1990, as amended (P.L. 101-336), which guarantees equal opportunity for individuals with disabilities.
- Will comply with Executive Order 11246, "Equal Employment Opportunity," dated September 24, 1965, as amended by Executive Order 11375, dated October 13, 1967, and as supplemented by the regulations at 41 CFR Part 60.
- Will comply with the provisions of the Drug-Free Workplace Act of 1988, as implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.
- Will comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, as implemented at 34 CFR Part 86, Subparts A-E (institutions of higher education only).
- Will comply with the provisions of the Federal Fiscal Accountability and Transparency Act (FFATA) and has provided in the application a correct and valid DUNS number for the applicant organization, as well as any controlling parent organization.
- Has a current and complete registration in the System for Award Management (SAM), located at [www.sam.gov](http://www.sam.gov), prior to the submission of this application, and shall maintain a current SAM registration throughout the period of the award.

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Applicant Agency

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Signature: *Authorized Representative,  
Chief Executive Officer (or equivalent)*

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Date

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Typed Name and Title

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**PART V: DOCUMENTATION OF FEDERAL COMPLIANCE (DUNS/SAM) FORM**

Note: this form must be completed and returned by the applicant prior to any award being made.

**Part I – Applicant Organization**

Organizational Name of Applicant \_\_\_\_\_

Address (including Zip+4 code) \_\_\_\_\_

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

DUNS number \_\_\_\_\_

Expiration Date of SAM registration \_\_\_\_\_

**Part II – Primary Place of Performance under this award**

Address (including Zip+4 code) \_\_\_\_\_

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

County \_\_\_\_\_

**Part III– Parent Organization**

Is the applicant owned or controlled by another entity? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide the following:

Parent organization name \_\_\_\_\_

Parent organization DUNS number \_\_\_\_\_

I certify that this information is complete and correct. Furthermore, the applicant certifies that it has completed its registration on the Central Contractor Registration (CCR) website, found at [www.ccr.gov](http://www.ccr.gov), and shall maintain a current registration throughout the grant period.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name and Title

**PART VI: BOARD RESOLUTION TO APPLY FOR FUNDS FORM**

The \_\_\_\_\_ Board of Education\* certifies that permission has been granted to apply for funds to support learning environments disrupted by the September, 2013, CO floods for the purposes described in the application, in the amount of,

\$\_\_\_\_\_.00.

The filing of this application was authorized at the Board of Education meeting held on

\_\_\_\_\_, 2013.

\_\_\_\_\_  
Secretary of the Board of Education (signature)

\_\_\_\_\_  
Date

*\*For applications that do not have a board of education, board of directors, or other similar governing body, the applicant should identify the body or individual who is legally authorized to approve the agency's application for funds.*

**PART VII: DOCUMENTATION OF NONPUBLIC SCHOOL PARTICIPATION FORM**

**Lead Agency Name:** \_\_\_\_\_ **Application Amount:** \_\_\_\_\_

*“In accordance with federal requirements contained within the No Child Left Behind federal legislation, the following nonpublic school representatives were contacted. They were offered a genuine opportunity to express their interest in participating in the above program before any decision that affects the opportunities of those students, teachers, and other educational personnel in a nonpublic school became final as part of this application.”*

**(Note: Signature below of the lead agency’s authorized representative certifies that the Participation of Students Enrolled in Nonpublic Schools requirement is understood and certifies lead agency’s eligibility to participate in this grant program.)**

Insert below the name of each of the nonpublic schools contacted	Insert below the specific name of the person contacted along with their telephone number	Insert below: “yes will participate” or “no will not participate”

(Use additional sheets as necessary and please sign each sheet)

\_\_\_\_\_  
Signature of Lead Agency’s Authorized Representative

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**PART VII: NONPUBLIC EQUITABLE PARTICIPATION SUMMARY AND AFFIRMATION OF CONSULTATION FORM**

*(Complete a form for each participating nonpublic school. Copy this form as necessary.)*

In the space below, the **applicant** agency is to briefly respond to each of the five items listed. Please ensure that what is described on this form is directly related to the components of timely and meaningful consultation and the equitable participation of nonpublic school students/teacher(s) in this grant program, as required (EDGAR 76.650-76.662). For each nonpublic school, this Summary Form must be signed and dated by the applicant CSA/CEO and the nonpublic school official. The LEA/applicant agency must submit with the grant application a copy of this form for each nonpublic school.

1. Describe the consultation process that took place including meeting date, those in attendance and agenda.
2. Describe the needs of the eligible nonpublic school students/teachers and how these needs have been/and will continue to be identified?
3. What identified services will be provided? Explain how, when, where, and by whom the services will be provided.
4. How and when will the services be assessed and how will the results of the assessment be used to improve the services?
5. What is the amount of estimated grant funding available for the agreed upon services?

**RESPONSES:**

**By our signatures below we agree that timely and meaningful consultation occurred before the LEA/applicant agency made any decision that affected the participation of eligible nonpublic school children, teachers or other educational personnel in this opportunity.**

- Yes, we wish to participate in this opportunity**
- No, we do not wish to participate in this opportunity**

\_\_\_\_\_  
Name of LEA/Applicant Agency

\_\_\_\_\_  
Name of Nonpublic School

\_\_\_\_\_  
Official – LEA/Applicant Agency      Date

\_\_\_\_\_  
Nonpublic School Representative      Date