

##### Funding Opportunity

Applications Due: **Friday, November 18, 2022, by 11:59 pm**

Application Information Webinar: **Thursday, October 13, 2022, from 12 - 1 pm**

[Intent to Apply](https://docs.google.com/forms/d/e/1FAIpQLSeU3-lrsD9tphTtLNaElRSA6HkWY93rk-K4SRJeacD_f-ZXfw/viewform) Due: **Tuesday, November 1, 2022, by 11:59 pm**

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| School Health Professional Grant ProgramState and Local Federal Recovery Funds (SLFRF)SLFRF-1243 and SLFRF-147PURSUANT TO: HB22-1243 and SB22-147 |



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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 School Health Professional Grant must be submitted through the** [**online application form**](https://app.smartsheet.com/b/form/70943f4ce7d14a0194f5cd37735a3f45)**.**

Submission of application materials either in hard copy or via

e-mail will not be accepted.

# School Health Professional Grant Program (SLFRF)

**Applications Due: Friday, November 18, 2022, by 11:59 pm**

# Introduction

**SB22-147**

During the COVID-19 pandemic, children have been faced with unprecedented challenges, including how they attend school, interact with friends, and receive health care. During this unprecedented time, children and their families may have lost access to behavioral and mental health care, social services, income, food, or housing. Since the COVID-19 pandemic began, rates of psychological distress among young people have increased, including symptoms of anxiety, depression, and other behavioral and mental health disorders.

**HB22-1243**

In response to the COVID-19 public health emergency, the federal government enacted the “American Rescue Plan Act of 2021” (ARPA), Pub.L. 117-2. Ensuring that students, educators, and school staff are safe in school is a top priority in Colorado. School safety, climate, and learning are linked, and students cannot learn if they do not feel safe, welcome, and supported. Colorado schools have been fundamentally rethinking school safety by centering the social, emotional, and mental health needs of young people and providing the resources and supports necessary to address the root causes of students’ pain, trauma, and isolation. Colorado’s school health professional ratio currently falls well below the national average, and funding behavioral health-care professionals and services in schools is part of a multifaceted approach to maintaining safe schools.

This funding opportunity is designed to provide matching funds to eligible Education Providers pursuant to the requirements of the Behavioral Healthcare Professional Matching Grant Program (C.R.S. 22-96-101 through 22-96-105). This program will increase the presence of school health professionals to provide behavioral health care to students who have mental health, substance use or misuse, or other behavioral health needs.

# Purpose

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

1. Enhance support for student mental and behavioral health needs that have arisen in response to the COVID-19 public health emergency.
2. 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;
3. 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
4. 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.

See **Appendix A** for the Rules for Administration of this grant program.

# Program Definitions

The definition of “school health professional” refers to any licenses and certificates issued by the State, including those issued by the Department of Regulatory Affairs (DORA), to provide support services to children and adolescents in grades K-12.

# 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

Funding will be awarded to applications that meet all program requirements. Additional priority points 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
	+ 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.
* Amount of the matching funds that 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. Grants will be awarded for a two-year term beginning on **January 1, 2023, through December 31, 2024.** Applicants will be awarded out of one of the two available pots of money. 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 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.

# Grant Activities

For all grantees, attendance is encouraged at a state-wide professional development conference provided by CDE in the fall of each grant year. Additionally, there may be one to two other training meetings throughout the grant cycle. CDE recommends that school health professionals and administrators/program managers of the grant activities attend. Grant funds may be used for mileage, accommodations, per diem, etc. for the CDE meeting(s).

# 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 evidence-based 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.
* 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.
* Administrative costs (a maximum of 15% of the request);

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 (i.e., gift cards); or
* Funds must not supplant federal, state, local, or non-federal 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.

All expenditures for all activities must comply with 2CFR200 parts B, C, D, E and F, and the 2021 SLFRF Final Rule from the US Department of Treasury for assistance listing 21.027.

# 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 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 following requirements apply:

* 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 are not limited to, time and effort reports, invoices, sales receipts, purchase agreements, pcard 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 into the SHPG Qualtrics (Evaluation and Qualtrics training will be provided to all grantees at the beginning of the school year):

1. Provide data in the SHPG Qualtrics 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.

**Mid-Year/Interim Financial Report:**

Submit the progress on the budget spending for the grant year (Complete via CDE’s Annual Financial Report document).

1. Interim Financial Report due on July 31, 2024, for Year 1.
2. Interim Financial Report due on July 31, 2025, for Year 2.

**End-of-Year Annual Financial Report:**

Submit final progress on the budget spending for the grant year (Complete via CDE’s 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 program manager and other key staff.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. Therefore, CDE provides a secure system to collect information, survey responses, and PII for this grant program. PII will be collected, 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.

# Technical Assistance and Intent to Apply

An application training webinar will be held on **Thursday, October 13, 2022, from 12 - 1 pm.** [Access the webinar.](https://us02web.zoom.us/j/87998801343?pwd=Unpxa3g0VW40NjBFdmRkNWNLS0U5UT09)

If interested in applying for this funding opportunity, please submit the Intent to Apply via the [online Intent to Apply form](https://docs.google.com/forms/d/e/1FAIpQLSeU3-lrsD9tphTtLNaElRSA6HkWY93rk-K4SRJeacD_f-ZXfw/viewform)by **Tuesday, November 1, 2022, by 11:59 pm**. Contact Stephanie Bernard at Bernard\_S@cde.state.co.us if you need assistance with the form.

For applicants that do not currently have funding from the School Health Professional Grant Program, the Intent to Apply is **encouraged, but not required** to submit an application.

For applicants that currently have funding from the School Health Professional Grant Program, the Intent to Apply **is required to submit an application**.

# Review Process and Timeline

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). Applications that score below 120 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.

# Submission Process and Deadline

Completed applications (including all required elements outlined below) must be submitted through the [online application form](https://app.smartsheet.com/b/form/70943f4ce7d14a0194f5cd37735a3f45) 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 below.

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, e-mail CompetitiveGrants@cde.state.co.us.

Application materials and budget are available for download on CDE’s [SHPG website](http://www.cde.state.co.us/healthandwellness/shpg).

# Application Format

* **The total narrative (Sections A-F) of the application cannot exceed 10 page**s. See below 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).**

|  |  |
| --- | --- |
| **Complete responses in the** [**online application form**](https://app.smartsheet.com/b/form/70943f4ce7d14a0194f5cd37735a3f45)**:** | **Part I: Applicant Information** **Executive Summary** [cannot exceed 500 words] |
| **Upload these documents in the** [**online application form**](https://app.smartsheet.com/b/form/70943f4ce7d14a0194f5cd37735a3f45)**:**1. Part II: Program Assurances Form2. 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](http://www.cde.state.co.us/healthandwellness/shpg). [Workbook does not count towards page limit.] | **Part II: Program Assurances Form** |
| **Part III: Application Narrative**Application Narrative [A-F cannot exceed 10 pages]Section A: Priority ConsiderationsSection B: Needs AssessmentSection C: Program DescriptionSection D: PartnershipsSection E: SustainabilitySection 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”. |

# School Health Professional Grant Program (SLFRF)

**Applications Due: Friday, November 18, 2022, by 11:59 pm**

# 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**](https://app.smartsheet.com/b/form/70943f4ce7d14a0194f5cd37735a3f45)**.**

|  |
| --- |
| **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.] |
| **LEP Name:** |  | [**LEP 4-Digit Code**](https://www.cde.state.co.us/datapipeline/org_orgcodes)**:** |  |
| **Mailing Address:** |  | [**UEI #**](https://sam.gov/content/duns-uei)**:** |  |
| **UEI # Expiration:** |  | **Are there** [**exclusions**](https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a98eb3091bf111540944ece0f54bcbfe) **associated with this UEI?** | [ ]  No [ ]  Yes (please provide details) |
| **Type of Education Provider**[check box below that best describes the school’s organization or authorizer] |
| ☐ School District ☐ BOCES ☐ District Charter School ☐ CSI Charter School |
| **Region**[indicate region of Colorado this program will directly impact] |
| [ ]  Metro [ ]  Pikes Peak [ ]  North Central [ ]  Northwest[ ]  West Central [ ]  Southwest [ ]  Southeast [ ]  Northeast |
| **Requested Funding**[funding request should be the same for Year 1 and Year 2] |
| **Is applicant requesting indirect costs based on their Federally Negotiated Indirect Cost Rate?** | [ ]  Yes [ ]  No |
| **Amount of Requested Funding**[01/01/23 – 12/31/24] | $ | **Amount of Matching Funds**[must be at least 10% of request] | $ |
| **Authorized Representative Information** |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Program Contact Information** |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Fiscal Manager Information** |
| **Name:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Previous Grant Information**[the following information will be verified by CDE and considered in the funding decision] |
| **Has the applicant previously received funds from the School Health Professional Grant?** | [ ]  Yes [ ]  No |
| **If previously funded, were funds expended in a timely manner?** | [ ]  Yes [ ]  No |
| **If previously funded, were any unspent funds reverted to CDE?** | [ ]  Yes [ ]  No |
| **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 – 2222; etc. |
| **Executive Summary** |
| Provide a brief description of the program to be supported by this funding. May not exceed 500 words. Does not count towards 10-page limit for narrative responses. The Executive Summary is not a scored component of the application. |

# 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.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , 2022, the Board of | (district/BOCES/CSI) |

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 certain services.
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.

# Part III: Application Narrative Criteria and 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

|  |  |  |  |
| --- | --- | --- | --- |
| **Section A: Priority Considerations** | **No Description****OR****Does Not Demonstrate Commitment to Priority** | **Description Demonstrates Commitment to Priority** | **TOTAL** |
| 1. Describe the Education Provider’s need for additional school health professionals, demonstrated by data regarding marijuana and behavioral/mental health needs. Other examples to demonstrate need may include descriptions of school climate surrounding availability, prevalence, usage, attitudes of students and community, and increases in disciplinary action related to substance use.
 | 0 | 2 |  |
| 1. Describe the existence of, or intent to develop and implement, a successful school health team in Education Provider’s recipient school(s).
 | 0 | 2 |  |
| 1. Describe the 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.
 | 0 | 2 |  |
| 1. Describe the likelihood that the Education Provider will continue to fund the increase(s) in the level of school health professional services following expiration of the grant.
 | 0 | 2 |  |
| **Matching Funds** |
| 1. List the anticipated amount and source(s) of matching funds that the Education Provider intends to provide to augment any grant money received. **Note:** There is a required 10% match of funds in order to be awarded grant funds through this program.
 | **<10% Match, unallowable sources,****or not listed** | **10% Match and allowable source(s)** |  |
| 0 | 2 |
| **Section A Total** | **/10** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section B: Needs Assessment** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Using data where applicable, describe the extent to which the Education Provider has seen increased incidence of disciplinary actions for:
2. drug use; and/or
3. selling drugs.
 | 0 | 3 | 5 | 7 |  |
| 1. Describe the nature of current substance abuse and behavioral/mental health care strategies in recipient K-12 school(s), to include:
2. screenings,
3. referrals to community organizations, and
4. prevention education and training on substance abuse and behavioral health issues.
 | 0 | 3 | 5 | 7 |  |
| 1. Describe the nature of current behavioral systems in place in recipient K-12 school(s), to include:
2. early intervention or disciplinary action,
3. Multi-Tiered System of Supports (MTSS),
4. Alternatives to Suspension, and
5. training for these programs for students and staff, related to substance abuse and behavioral health issues.
 | 0 | 3 | 5 | 7 |  |
| 1. Using data where applicable:
2. identify current gaps in substance abuse and behavioral health care services, and
3. explain current trends or reasons for the gaps in these services.
 | 0 | 3 | 5 | 7 |  |
| 1. Describe the Education Provider’s current school health team in its recipient secondary school(s), including:
2. the number,
3. roles/job titles, and
4. responsibilities of current behavioral/health care professionals.

**OR**If Education Provider does not currently have a team in place, describe plans to create and implement a team at the onset of this grant, if awarded. | 0 | 3 | 5 | 7 |  |
| **Section B Total** | **/35** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section C: Program Description** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe the Education Provider’s:
2. intended recipient K-12 schools,
3. current and proposed number of professionals employed in the recipient K-12 schools, and
4. current and proposed reduced ratio of students to school health providers in the recipient K-12 schools.
 | 0 | 2 | 4 | 6 |  |
| 1. Describe the Education Provider’s plan to:
2. increase the presence of school professionals in identified K-12 schools, and
3. provide substance abuse and behavioral health care to K-12 students who have substance abuse or other behavioral/mental health needs.
 | 0 | 2 | 4 | 6 |  |
| 1. Describe the Education Provider’s plan to provide training and resources for:
2. the newly hired school health professionals,
3. other behavioral health school team members, and
4. school staff on the implementation of evidence-based programming on substance abuse prevention education and behavioral/mental health education for all K-12 students.
 | 0 | 2 | 4 | 6 |  |
| 1. Describe the Education Provider’s plan to:
2. allow school health professionals to provide care coordination, and
3. 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.
 | 0 | 2 | 4 | 6 |  |
| 1. Provide a clearly detailed work plan for implementation using the SMART Goals template provided below. Template and timeline should be consistent with the desired outcomes of the grant, including increasing the capacity (hiring school health professional FTEs, etc.) and effectiveness (with the support of evidence-based training and programming, for example) of the substance abuse and behavioral/mental health care services in K-12 school(s). **Example:**
 | 0 | 2 | 4 | 6 |  |
|

|  |
| --- |
| **SMART Goal**(**S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-phased) |
| **What data will you collect that will indicate the objective has been achieved?**Number participating/in attendance will be counted (for example) |
| **Activity** | **Date to be completed****(in chronological order)** | **Job Title of Person Responsible** |
| Contact XXXX. | Month Day, Year |  |
| Plan XXXX. | Month Day, Year |  |
| Contact community partner to support XXXX. | Month Day, Year |  |

 |
| **Section C Total** | **/30** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section D: Partnerships** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe the extent to which the Education Provider has developed or plans to develop community partnerships to serve:
2. substance abuse and
3. behavioral/mental health care needs of its K-12 students.
 | 0 | 1 | 3 | 5 |  |
| 1. Describe the extent to which the Education Provider has planned to involve the following in increasing the capacity and effectiveness of substance abuse and behavioral/mental health care services provided to K-12 school students:
2. Leaders at recipient K-12 school(s),
3. Faculty at recipient K-12 school(s),
4. Leaders in the surrounding community,
5. Parent and family engagement, and
6. Youth as partners.
 | 0 | 1 | 3 | 5 |  |
| **Section D Total** | **/10** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section E: Sustainability** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe a clear and detailed plan for how the proposed project will be continued once the grant dollars have expired. For example, how will quality behavioral/mental health care services continue to serve K-12 students once the grant has expired?
 | 0 | 5 | 10 | 15 |  |
| **Section E Total** | **/15** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section F: Budget Narrative and Budget Workbook** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| **Items 1-2 do count toward the 10-page limit.** |
| 1. Provide a **Budget Narrative** in a narrative format that addresses the following criteria:
2. Provide an explanation that summarizes the proposed uses of grant funds by budget category and is tied to the Program Description (Section B).
3. Include the cost of the instructional and student support program that the applicant plans to implement using the grant funds.
 | 0 | 3 | 5 | 7 |  |
| 1. Demonstrate how the funds awarded under the program:
2. will be used to supplement the level of funds available for authorized programs and activities, and
3. will not supplant federal, state, local, or non-federal funds.
 | 0 | 1 | 2 | 3 |  |
| **Item 3 does not count toward the 10-page limit.** |
| 1. Complete and attach the **Budget Workbook**. List costs of the proposed programming as presented that are reasonable, necessary, and are calculated to show how amounts are determined. The budget should:
2. be sufficient in relation to the objectives, design, scope, and sustainability of project activities, and
3. demonstrate how funds will be used for supplementary services.

**Item Description Example:**.x FTE for [role or title] at $ per [hour or month or year] times [x per hours or months or year] | 0 | 4 | 7 | 10 |  |
| **Section F Total** | **/20** |

**School Health Professional Grant Program (SLFRF)**

# Application Scoring

CDE Use Only

|  |  |  |
| --- | --- | --- |
| **Part I:** | **Application Introduction** | Not Scored |
| **Part II:** | **Narrative** |  |
|  | Section A: Priority Considerations: | /10 |
|  | Section B: | Needs Assessment | /35 |
|  | Section C: | Program Description | /30 |
|  | Section D: | Partnerships | /10 |
|  | 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 |  |

# Appendix A: Rules for Administration

**DEPARTMENT OF EDUCATION**

**Colorado State Board of Education**

**RULES FOR THE ADMINISTRATION OF THE SCHOOL HEALTH PROFESSIONAL GRANT PROGRAM**

**1 CCR 301-97**

**1.00 Statement of Basis and Purpose.**

The School Health Professional Grant Program, sections 22-96-101 through 22-96-105, C.R.S., requires the State Board of Education to promulgate rules for the implementation of the program, including but not limited to: the timeline for submitting applications to the Department; the form of the grant application and any information in addition to that specified in section 22-96-104 (2), C.R.S. to be included in the application; any criteria for awarding grants in addition to those specified in section 22-96-104 (3), C.R.S.; and any information to be included in the Department’s program report in addition to that required in section 22-96-105, C.R.S.

**2.00 Definitions.**

2.00(1) Behavioral health care: Services to prevent, identify, and treat substance use disorders, substance misuse, and mental health disorders, including services to support social-emotional health.

2.00(2) Department: The Department of Education created and existing pursuant to section 24-1-115, C.R.S.

2.00(3) Education provider: A school district, a board of cooperative services, a charter school authorized by a school district pursuant to Part 1 of Article 30.5 of Title 22 C.R.S., or a charter school authorized by the State Charter School Institute pursuant to Part 5 of Article 30.5 of Title 22 C.R.S.

2.00(4) School health professional: A state-licensed or state-certified school nurse, school psychologist, school social worker, school counselor, or other state-licensed or state-certified professional qualified under state law to provide support services to children and adolescents, including mental health professionals licensed pursuant to article 43 of title 12, C.R.S.

2.00(5) School: A public elementary, middle, junior high, or high school.

2.00(6) State Board: The State Board of Education created pursuant to Section 1 of Article IX of the State Constitution.

**2.01 Implementation Procedures**.

2.01(1) **Application Timeline**. Grants will be awarded for an initial term of one year. Grantees may receive funds for up to two additional years, based on annual approval by the Department and available appropriations. Applications will be due to the Department on or before May 1 of each funding cycle, subject to available appropriations. The Department will make funding available to grantees on or before June 30 of the same fiscal year.

2.01(2) **Application Procedures**. The Department will be the responsible agency for implementing the School Health Professional Grant Program. The Department will develop a Request for Proposal (RFP), pursuant to the Department’s RFP process and pursuant to the requirements and timelines found in 22-96-104, C.R.S. If the Department determines an application is missing any information required by rule to be included with the application, the Department may contact the education provider to obtain the missing information. As applicable, each grant application, at a minimum, shall specify:

2.01(2)(a) The intended recipient schools, the number of health professionals employed by the education provider in schools prior to receipt of a grant, and the ratio of students to school health providers in the schools operated by or receiving services from the education provider;

2.01(2)(b) The education provider's plan for use of the grant moneys, including the extent to which the grant moneys will be used to increase the number of school health professionals at recipient schools and to provide behavioral health care services at recipient schools, including but not limited to screenings, counseling, therapy, referrals to community organizations, and training for students and staff on behavioral health issues;

2.01(2)(c) The education provider's plan for involving leaders at the recipient schools and in the surrounding community and the faculty at recipient schools in increasing the capacity and effectiveness of the behavioral health care services provided to school students enrolled in or receiving educational services from the education provider;

2.01(2)(d) The extent to which the education provider has developed or plans to develop community partnerships to serve the behavioral health care needs of all of the students enrolled in or receiving educational services from the education provider;

2.01(2)(e) The extent to which the education provider has seen increased incidence of disciplinary actions for drug use or selling drugs, suicide attempts, deaths by suicide, bullying, adverse childhood experiences, or other factors that affect students’ mental well-being;

2.01(2)(f) The extent to which the education provider has an existing program that can be expanded to increase the availability of school health professionals;

2.01(2)(g) The amount of matching funds that the education provider intends to provide to augment any grant moneys received from the program and the anticipated amount and source of any matching funds; and

2.01(2)(h) The education provider's plan for continuing to fund the increase in school health professional services following expiration of the grant.

2.01(3) **Application Priority Criteria**. In reviewing applications and making recommendations to the State Board, the Department shall prioritize applications based on the following criteria:

2.01(3)(a) The education provider's need for additional school health professionals in schools, demonstrated by the local school and community data regarding student alcohol or drug use, access to behavioral health care provider, or other data showing the need for a school health professional;

2.01(3)(b) The existence of a successful school health team in the education provider's school or schools;

2.01(3)(c) The amount of the matching money that the education provider or a community partner is able to commit;

2.01(3)(d) The education provider's emphasis and commitment to implement evidence based and research-based programs and strategies;

2.01(3)(e) The likelihood that the education provider or community partner will continue to fund the increases in the level of school health professional services following expiration of the grant;

2.01(3)(f) The extent to which the education provider prioritizes use of grant money for staff training related to behavioral health supports; and

2.01(3)(g) Whether the education provider has an established process for a parent or legal guardian to opt their child out of a health course or part of the health curriculum.

2.01(4) **Additional Review Criteria**. The Department and the State Board shall consult with experts in the area of school health professional services when establishing any additional criteria for awarding grants and in reviewing applications and selecting grant recipients.

2.01(5) **Duration, Amount, and Use of Grant Funding**. Subject to available appropriations, the State Board shall award grants to applying education providers pursuant to 22-96-104, C.R.S. The State Board shall base the grant awards on the Department’s recommendations. Each grant shall have an initial term of one year and may be renewed for two subsequent years based on annual approval by the Department and available appropriation. In making the award, the State Board shall specify the amount of each grant.

2.01(5)(a) An education provider that receives a grant under the program shall use the money to increase the level of funding the education provider allocates to school health professionals to provide behavioral health care to students prior to receiving the grant and not to replace other funding sources allocated to provide school health professionals for students in schools.

2.01(5)(b) An education provider may use the money to contract with a community partner for behavioral healthcare services, including hiring private health care professionals, training, screening, and preventive supports. Additionally, the education provider may use the money to provide direct services or consultation by a school health professional through telehealth technology.

2.01(6) **Reporting**. In any fiscal year in which the general assembly makes an appropriation to the department for the purposes of the program, each education provider that receives a grant through the program shall report the following Information to the department each year during the term of the grant:

2.01(6)(a) The number of school health professionals hired using grant moneys; and

2.01(6)(b) A list and explanation of the services provided using grant moneys.

2.01(7) **Evaluation of Program**. On or before May 1, 2015, and on or before May 1 in each fiscal year thereafter in which the general assembly makes an appropriation to the Department for the purposes of the program, the Department shall submit to the Education Committees of the Senate and the House of Representatives, or any successor Committees, a report that, at a minimum, summarizes the Information received by the department pursuant to subsection (1) of this 22-96-105, C.R.S. The Department shall also post the report to its web site.