

REQUEST FOR PROPOSAL

**Proposals Due:** Wednesday, November 5, 2014

***Application Training Webinar:***[***http://connect.enetcolorado.org/p2dfdymmy4w/***](http://connect.enetcolorado.org/p2dfdymmy4w/)

*Letters of Intent Due: Friday, October 17, 2014*

**School Health Professional Grant Program**

**Pursuant to: 22-96-101 through 22-96-105 C.R.S.**

**For program questions contact:**

**Lynn Jenkins-Nygren** (jenkins-nygren\_l@cde.state.co.us or 719-332-5121)

**For fiscal/budget questions contact:**

Marti Rodriguez (rodriguez\_m@cde.state.co.us or 303-866-6769)



**For RFP specific questions contact:**

Anna Young (young\_a@cde.state.co.us or 303-866-6250)

Kim Burnham (burnham\_k@cde.state.co.us or 303-866-6916)

**Colorado Department of Education**

**Office of Federal Program Administration**

1560 Broadway, Suite 1450, Denver, CO 80202

|  |
| --- |
| **School Health Professional Grant Program - Overview****REQUEST FOR PROPOSAL*****Proposals Due: Wednesday, November 5, 2014*** |
| **Introduction** | The legalization of retail marijuana in the state of Colorado is anticipated to increase the availability of marijuana to underage youth. Marijuana use by minors can have immediate and lasting health implications, and many youth who engage in substance abuse develop or have underlying behavioral health needs. School health professionals are in a unique position to educate, assess, and treat youth who have substance abuse or behavioral health issues. School Health Professionals include school nurses, school psychologists, school social workers and school counselors.The Center for Disease Control's Healthy People 2020 recommends one school nurse for every 750 general education students. However, many school nurses in Colorado are responsible for as many as 6,000 students. Other recommended ratios include one school counselor for every 250 students, and one school psychologist for every 1,500 students. The lack of health care professionals makes it difficult to provide the social-emotional support students need. This Request for Proposal (RFP) is designed to provide matching funds to eligible education providers pursuant to the requirements of the School Health Professional Grant Program (22-96-101 through 22-96-105 C.R.S.). This program will enhance the presence of school health professionals in secondary schools throughout the state to facilitate better screening, education, and referral care coordination for secondary school students with substance abuse and other behavioral health needs. See Attachment A for the Rules for Administration of this program.  |
| **Purpose** | The purpose of the RFP is to solicit applications from eligible Education Providers that will provide funds to enhance the presence of school health professionals in secondary schools throughout Colorado. The School Health Professional Grant Program intends to increase the availability of school-based prevention, early intervention, and health care services and programs to reduce the risk of marijuana and other substance use and abuse by secondary school students. This matching grant program exists to help secondary schools: 1. Increase the presence of school health professionals in secondary schools to facilitate evidence based prevention education on substance abuse for all secondary students;;
2. Provide training and resources for school staff on the implementation of evidence-based programming on substance abuse prevention education for all students who are enrolled in secondary schools; and
3. Allow school health professionals to connect students who are enrolled in secondary schools with services that are provided by community-based organizations for treatment and counseling for students who are at risk for substance abuse.

**Only applicants that specifically address one or more of the three purposes identified for funding will be considered.** |
| **Meeting CDE’s Strategic Goals** | This matching grant program allows the Colorado Department of Education and recipient Education Providers to fulfill the following 2014-2015 CDE Strategic Goals: * *Standard 3, Meet or exceed standards: Every student meets or exceeds standards*
* *Standard 4, Graduate ready: Every student graduates ready for college and careers*
 |
| **Available Funds** | Approximately $2.5 million is available for the 2014-2015 school year. Individual awards for Education Providers will be granted depending on the number of health professionals added, which will bring the student-to-school health professionals to the recommended ratio. **Note:** Applicants must demonstrate a match of **10%** of the funds requested. This may include both in-kind and cash matches. |
| **Eligible Applicants** | Education Providers (on behalf of secondary schools that include any of grades seven through twelve) are eligible to apply for this opportunity in order to enhance the presence of school health professionals in their secondary schools. An eligible Education Provider is defined as:* 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.

Available grant funding will be distributed to school(s) demonstrating high need based on these Priority Criteria. Priority will be given to applicants that demonstrate the:* Need for additional school health professionals, demonstrated by data regarding marijuana and the number of marijuana establishments located within the boundaries of a school district;
* Existence of a successful school health team in Education Provider’s school(s);
* Amount of the matching funds that the Education Provider is able to commit;
* Likelihood that the Education Provider will continue to fund the increases in the level of school health professional services following expiration of the grant.
 |
| **Allowable Use of Funds** | An education provider that receives a grant under the program shall use the moneys to increase the level of funding the education provider allocates to secondary school health professionals to provide substance abuse and behavioral health care to students prior to receiving the grant and not to replace other funding allocated to provide school health professionals for students in **secondary schools**.Funds must be used to increase hours for the following positions: School Nurse; School Psychologist; School Social Worker; and/or School Counselor. These four positions must be state licensed or state certified or eligible for licensure by the Colorado Department of Education. Allowable school health professional services or activities include:* Increasing the presence of school health professionals in secondary schools to provide substance abuse prevention education and referrals for behavioral health intervention to students who are enrolled in secondary schools and have substance abuse or other behavioral health needs. **School Health Professionals include school nurses, school psychologists, school social workers and school counselors**;
* Providing training and resources for school staff on the implementation of evidence-based programming on substance abuse prevention education for all students who are enrolled in secondary schools;
* Allowing school health professionals to connect students who are enrolled in secondary schools with services that are provided by community-based organizations for treatment and counseling for students who are at risk for substance abuse.

Please note: funding may not be used for therapy or interventions. It is to be used for education, training and screening. Partnerships should be developed with community |
|  | agencies for therapy or interventions, regardless of whether the model for care is school or community based.Funds must be expended by June 30, 2015. There will be no carryover of funds.  |
| **Duration of Grant** | Grants will be awarded for a one-year term beginning in the 2014-2015 school year. Additional grant funding for subsequent years will be contingent upon annual appropriations by the State Legislature. Funded applicants for the 2014-2015 school year are not guaranteed any additional funding beyond the 2014-2015 year at this time.  |
| **Evaluation & Reporting** | Each Education Provider that receives a grant through the School Health Professional Grant program are required to report, at a minimum, the following information to the Department on or before March 15, 2015:1. The number of school health professionals hired using grant moneys; and
2. A list and explanation of the services provided using grant moneys.

See Attachment B for the 2015 End of Year Program Report Questions.  |
| **Technical Assistance** | A recorded application training webinar can be accessed at: <http://connect.enetcolorado.org/p2dfdymmy4w/>. **Note:** If interested in applying for this grant opportunity, please complete the **Letter of Intent** (Attachment C) and submit by **Friday, October 17, 2014** to CompetitiveGrants@cde.state.co.us. |
| **Review Process** | Applications will be reviewed by CDE staff and the School Health Professional Matching Grant Advisory Board to ensure they contain all required components. Note: This is a competitive process – applicants must score at least 73 points out of the 107 possible points to be approved for funding. Applications that score below 73 points *may* be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that submitting a proposal will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications will be notified and may reapply for future grant opportunities.  |

**Submission Process and Deadline**

The **original plus three (3) copies** must be received at CDE by Wednesday, November 5, 2014 at 4:00 p.m. In addition to the four (4) hard copies**, an electronic copy of the proposal and electronic budget must be submitted to: CompetitiveGrants@cde.state.co.us**. The electronic version should include all required components of the proposal as one document. Please attach the electronic budget workbook as a separate document. Faxes will not be accepted. Incomplete or late proposals will not be considered. Application materials and budget are available for download on the CDE Website at: <http://www.cde.state.co.us/healthandwellness>.

Proposals will be due **by 4 p.m.** on **Wednesday, November 5, 2014** to:

**Colorado Department of Education**

**Competitive Grants and Awards**

**1560 Broadway, Suite 1450**

**Denver, CO 80202**

***&***

Submit an electronic copy of the proposal and electronic budget by the deadline above to: **CompetitiveGrants@cde.state.co.us**

**APPLICATION FORMAT**

**The total narrative (Sections A – E) of the application cannot exceed 7 pages**. Please see below for the required elements of the application.

1. All pages must be standard letter size, 8-1/2” x 11” using 12-point font and single-spaced with 1-inch margins and numbered pages.
2. The signature page must include original signatures of the lead organization/fiscal agent.
3. Staple the pages of the original and each copy of the proposal. Please do not use paperclips, rubber bands, binders or report covers.

## Required Elements

The format outlined below **must be followed** in order to ensure consistent application of the evaluation criteria. **See evaluation rubric for specific selection criteria needed in sections A – E (pages** **14-17).**

 **Part I: Proposal Introduction (not scored)**

 Cover Page

 Recipient School Information and Signature Page

 Assurances Form

 Executive Summary

 **Part II: Narrative**

Section A: Needs Assessment

 Section B: Proposed Program Description

 Section C: Partnerships

 Section D: Sustainability

 Section E: Budget Narrative
 Electronic Budget (not included in page count)

**Budget Instructions and Assurances**

Complete the proposed budget and budget narrative at: <http://www.cde.state.co.us/HealthAndWellness/HS_ComprehensiveHealthEducation.htm>.

When the applications have been reviewed, final grant amounts will be determined and a more detailed budget may be required. The final budget will comply with the application review comments and the proposed budget. Please remember that no grant funds can be obligated or spent until a final budget has been received and approved by CDE.

Examples of the types of expenses that may be included in each object category are listed below for guidance only. Your budget narrative should provide enough detail so that the appropriate object category can be confirmed.

**Support Program.** Support service programs are those activities which facilitate and enhance instruction. Support services include school-based and general administrative functions and centralized operations for the benefit of students, instructional staff, other staff, and the community.

**(100) Salaries** - Amounts paid for personal services for both permanent and temporary employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the school district/agency/organization.

**(200) Employee Benefits** - Amounts paid on behalf of employees; generally those amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, never the less are part of the cost of personal services. Workers’ compensation premiums should not be charged here, but rather to object (0500 other purchased services).

**(300) Purchased Professional and Technical Services** – Services which by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of auditors, consultants, teachers, etc.

**(500) Other Purchased Services** – Amounts paid for services rendered by organizations or personnel not on the payroll of the district (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**(600) Supplies** – Amounts paid for items that are consumed, worn out, or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances. Items that do not contribute to a district’s fixed assets, as evaluated by the district’s fixed assets policy, may be coded as supply items, or may be coded as Non-Capital Equipment. Items that contribute to a district’s fixed assets must be coded as equipment. All computers must be entered as equipment. Include all supplies, food, books and periodicals, and electronic media materials here.

**(800) Other Expenses** – Amounts paid for goods and services not otherwise classified above. Some expenditures may cross object category lines. For example, professional development and evaluation may include salaries, purchased services (printing) and supplies/materials. The budget narrative should identify these elements so that a total cost of the activity can be determined.

**Indirect Costs** – Indirect costs are those elements of costs necessary in the provision of a service which are of such nature that they cannot be readily or accurately identified with the specific service.

***School Districts Only:*** School districts may budget indirect costs only if they are designated as the fiscal agent. The indirect cost rate used varies by district. Your district budget office should provide this rate to you, or you may access it by going to CDE’s web page and linking to School Finance.

**School Health Professional Grant Program**

**2014 – 2015**

|  |
| --- |
| **Part I: Cover Page** *(Complete and attach as the first page of proposal)* |
| **Name of Education Provider:**  |  |
| Mailing Address:  |
| **Authorized Representative:**  |  |
| Telephone:  | Fax:  |
| Email:  | District Code: | DUNS #: |
| **Signature:**  |
| **Program Contact Person:** |  |
| Telephone:  | Fax:  |
| Email:  |
| **Signature:**  |
| **Fiscal Manager:** |  |
| Mailing Address:  |
| Telephone:  | Fax:  |
| Email:  |
| **Type of Education Provider:** *Check one box below that best describes your organization.* |
| [ ]  | School District  | [ ]  | Board of Cooperative Educational Services (BOCES) | [ ]  | Charter School  | [ ]  | Institute Charter School |
| **Region:** *Indicate the region(s) this proposal will directly impact* |
| **□ Metro □ Pikes Peak □ North Central □ Northwest □ West Central****□ Southwest □ Southeast □ Northeast** |
| **Recipient Schools:** *Indicate the intended recipient schools (additional rows may be added).* |
|  |  |
| **Grant Information*****The following information will be verified by CDE and considered in the funding decision:*** |
| **Amount Requested:** *Indicate the total amount of funding you are requesting for this grant***.**  |
| **Year 1 (2014-2015): $** |
| **Amount to Match:** *Indicate the total amount of funding you will match for this grant.* |
| **Year 1 (2014-2015): $** |
| **Are legal retail marijuana sales allowed in education provider’s city/county?** | **Yes** [ ]  **No** [ ]  |
| **Number of retail marijuana establishments located within the boundaries of district:** |  |

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

**Part IA: Recipient School Information and Signature Page***(Complete and attach after cover page. If necessary, additional copies of this page may be attached in order to include each participating school.)*

|  |
| --- |
| Please answer the following for the Intended Recipient Secondary School: |
| Number of School Health Professionals currently employed: |  |
| Current ratio of students to School Health Professionals: |  |
| Current health programs established for students and staff: |  |
| Current Health and Wellness Team including names and roles: |  |
| Current number of students served by School Health Professionals or programs: |  |
| Amount of matching funds able to commit for this grant: |  |
| Number of students (and their grade levels) Secondary School anticipates serving using funds from this grant: |  |
| Number and roles of School Health Professionals Secondary School anticipates hiring using funds from this grant: |  |

|  |
| --- |
| **Intended Recipient Secondary School Information and Signature***(Copy and complete this page for each intended recipient secondary school)* |
| School Name: |  |  | School Code: |
| Principal Name: |  |
| Principal Signature: |  |
| School Address:  |  |
| Phone: |  | Email:  |  |

|  |
| --- |
| Part IB: Assurances*(Complete and attach after signature page)* |

**School Health Professional Grant Program**

**2014-2015**

*The School Board President and Board- Appointed Authorized Representative must sign below to indicate their approval of the contents of the application, and the receipt of program funds.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  On | (date) , |  2014, | the Board of | (district, BOCES or charter school) |

hereby agrees to the following assurances:

1. The grantee will annually provide the Colorado Department of Education the evaluation information required on page 4 and in the Progress Report (Attachment B) of the Request for Proposal.
2. The grantee will work with and provide requested data to CDE for the School Health Professional Grant Program within the time frames specified.
3. In addition to the Education Provider’s proposed plan for training and resources, the grantee will budget for a team to attend grant trainings during the term of the grant.
4. The grantee will participate in Healthy Kids Colorado Survey.
5. The grantee will participate in the School Health Profiles Survey.
6. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
7. That funds will be used to supplement and not supplant any moneys 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.
8. That funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
9. That if any findings of misuse of these funds are discovered, project funds will be returned to CDE.
10. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

The Colorado Department of Education may terminate a grant award upon thirty (30) 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 the Colorado Department of Education before modifications are made to the expenditures. Please contact Marti Rodriguez (rodriguez\_m@cde.state.co.us / 303-866-6769) of CDE’s Grants Fiscal Management for any modifications.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of School Board President/BOCES President/Charter School Board President *(If Applicable)* |  | Signature of School Board President/BOCES President/Charter School Board President*(If Applicable)* |
|  |  |  |
| Name of District Superintendent*(If Applicable)* |  | Signature of District Superintendent*(If Applicable)* |

|  |  |  |
| --- | --- | --- |
| Name of Charter School Board President*(if applicable)* |  | Signature of Charter School Board President*(if applicable)* |
|  |  |  |
| Name of Charter School Institute Authorized Representative *(if applicable)* |  | Signature of Charter School Institute Authorized Representative *(if applicable)* |

|  |
| --- |
| **School Health Professional Grant Program** **Evaluation Rubric** |

|  |  |  |
| --- | --- | --- |
| **Part I:I** | **Proposal Introduction** | No Points |
| **Part II:** | **Narrative** |  |
|  | Section A: Needs Assessment | /42 |
|  | Section B: Proposed Program Description | /21 |
|  | Section C: Partnerships | /10 |
|  | Section D: Sustainability | /15 |
|  | Section E: Budget Narrative & Electronic Budget | /19 |
| **Total** | **/107** |

**GENERAL COMMENTS:** *Please indicate support for scoring by including overall strengths and weaknesses. These comments are used on feedback forms to applicants.*

**Strengths:**

*

**Weaknesses:**

*
*

**Required Changes:**

*

**Funded w/Changes \_\_\_\_**

**Funded \_\_\_\_\_**

**Not Funded \_\_\_\_\_\_**

**Recommendation:**

**Request for Proposal Selection Criteria & Evaluation Rubric**

**Part I: Proposal Introduction No Points**

**Cover Pages and Certification**

Complete the attached cover page, signature pages and Certification Form and attach as the first three pages of the proposal.

**Executive Summary**

Provide a brief description (no more than 1 page) of the proposed School Health Professional Grant Program project. This summary does not count toward the 7-page narrative page limit.

**Table of Contents**

Place a table of contents after the Executive Summary.

**Parts II: Narrative 107 Points**

The following criteria will be used by reviewers to evaluate the application as a whole. In order for the application to be recommended for funding, it must receive at least 73 points out of the 107 possible points and all required elements must be addressed. An application that receives a score of 0 on any required elements will not be funded.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section A: Needs Assessment** | **Inadequate****(information not provided)** | **Minimal****(requires additional clarification)** | **Adequate****(clear and complete)** | **Excellent****(concise and thoroughly developed)** |
| 1. Describe the district and recipient secondary school(s) climate surrounding the availability, prevalence, and usage of drugs (i.e., the statusof Legal Retail Marijuana Sales in the school district, the number of marijuana establishments located within the school district, etc.).
 | 0 | 2 | 5 | 7 |
| 1. Describe the extent to which the Education Provider has seen increased incidence of disciplinary actions for drug use or selling drugs.
 | 0 | 2 | 5 | 7 |
| 1. Describe the nature of current health care services in recipient secondary school(s), to include screenings, referrals to community organizations, and training on substance abuse issues.
 | 0 | 2 | 5 | 7 |
| 1. Describe the nature of current health care strategies in recipient secondary school(s), to include early intervention or disciplinary action, for students and staff on substance abuse issues.
 | 0 | 2 | 5 | 7 |
| 1. Identify current gaps in health care services and explain current trends or reasons for the gaps in these services, using data where applicable.
 | 0 | 2 | 5 | 7 |
| 1. Clearly and thoroughly describe whether the Education Provider has a successful school health team in its recipient secondary school(s), including: the number, roles, and responsibilities of current behavioral/health care professionals.
 | 0 | 2 | 5 | 7 |
| **Reviewer Comments:** |
| **TOTAL POINTS**  | **/42** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section B: Proposed Program Description**  | **Inadequate****(information not provided)** | **Minimal****(requires additional clarification)** | **Adequate****(clear and complete)** | **Excellent****(concise and thoroughly developed)** |
| 1. Provide a specific and well-conceived description of the plan for use of the grant moneys to provide substance abuse and behavioral health care servicesat recipient secondary school(s), including screenings, referrals to community organizations, and training for students and staff on substance abuse issues.
 | 0 | 5 | 7 | 9 |
| 1. Provide clear, measurable goals/objectives consistent with desired outcomes of the School Health Professional Matching Grant Program, including increasing the capacity and effectiveness of the substance abuse and behavioral health care services in secondary school(s).
 | 0 | 2 | 5 | 7 |
| 1. Provide a clearly detailed timeline for implementation. Timeline identifies major implementation activities, interim benchmarks, the date by which they will be accomplished, and the person(s) responsible.

**For example:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategies /Activities** | **Interim Benchmarks** | **Timeline** | **Person(s) Responsible** |
|  |  |  |  |

 | 0 | 1 | 3 | 5 |
| **Reviewer Comments:** |
| **TOTAL POINTS**  | **/21** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section C: Partnerships** | **Inadequate****(information not provided)** | **Minimal****(requires additional clarification)** | **Adequate****(clear and complete)** | **Excellent****(concise and thoroughly developed)** |
| 1. Describe the extent to which the Education Provider has developed or plans to develop community partnerships to serve substance abuse and behavioral health care needs of its secondary 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 the substance abuse and behavioral health care services provided to secondary school students:
2. Leaders at recipient secondary school(s);
3. Faculty at recipient secondary school(s); and
4. Leaders in the surrounding community.
 | 0 | 1 | 3 | 5 |
| **Reviewer Comments:** |
| **TOTAL POINTS**  | **/10** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section D: Sustainability**  | **Inadequate****(information not provided)** | **Minimal****(requires additional clarification)** | **Adequate (clear and complete)** | **Excellent****(concise and thoroughly developed)** |
| 1. Demonstrate the Education Provider's emphasis and commitment to implement evidence-based and research-based services and strategies throughout the duration of the proposed grant program.
 | 0 | 1 | 3 | 5 |
| 1. Describe a clear and well-conceived plan for how the proposed project will be continued once the grant dollars have expired. For example, how will quality behavioral health care services continue to serve to secondary students once the grant has expired?
 | 0 | 1 | 3 | 5 |
| 1. Describe the likelihood that the Education Provider will continue to fund the increases in the level of school health professional services in recipient secondary school(s) following the expiration of the grant.
 | 0 | 1 | 3 | 5 |
| **Reviewer Comments:** |
| **TOTAL POINTS** | **/15** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section E: Budget Narrative & Electronic Budget**  | **Inadequate****(information not provided)** | **Minimal****(requires additional clarification)** | **Adequate (clear and complete)** | **Excellent****(concise and thoroughly developed)** |
| 1. Describe all expenditures contained in the electronic budget form and connect to project goals and activities. The costs of the proposed project (as presented in the electronic budget and budget narrative) shall be reasonable and the budget sufficient in relation to the objectives, design, scope and sustainability of project activities.
 | 0 | 2 | 5 | 7 |
| 1. Demonstrate how the funds awarded under the program will be used to supplement the level of funds available for authorized programs and activities, and will **not supplant** federal, state, local, or non-federal funds.
 | 0 | 1 | 3 | 5 |
| **Matching Funds** |  |  |  |  |
| 1. Describe anticipated amount and source of matching funds that the Education Provider intends to provide to augment any grant moneys received from the program. ***Note: There is a required 10% match of funds required.***
 | **10% Match** | **11-24% Match** | **25% or more Match** |
| 2 | 5 | 7 |
| **Reviewer Comments:** |
| **TOTAL POINTS** | **/19** |

**Colorado State Board of Education**

**Department of Education**

**1 Colorado Code of Regulation 301-94**

**Emergency Rules for the Administration of**

**The School Health Professional Grant PRogram**

**Authority:** Article IX, Section 1, Colorado Constitution. 22-2-106(1)(a) and (c); 22-2-107(1)(c); 22-7-409(1.5); 22-96-101 et seq. of the Colorado Revised Statutes (C.R.S.).

**1.00 Statement of Basis and Purpose.**

The statutory basis for these emergency rules adopted on August 14, 2014 is found in 22-2-106(1)(a) and (c), State Board Duties; 22-2-107(1)(c), State Board Powers; and 22-96-101 through 22-96-105, the School Health Professional Grant Program, C.R.S.

 The School Health Professional Grant Program, 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)Department: The Department of Education created and existing pursuant to section 24-1-115, C.R.S.

2.00 (2)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 (3)School Health Professional: A state-licensed or state-certified school nurse or other state-licensed or state-certified health professional qualified under state law to provide support services to children and adolescents.

2.00 (4)Secondary School: A public school that includes any of grades seven through twelve.

2.00 (5)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.** During the 2014-15 school year, the Department will conduct an initial grant funding competition for the School Health Professional Grant Program. Applications will be due to the Department on or before October 1, 2014. Beginning on May 1, 2015, and May 1 of each year thereafter, subject to available appropriations, School Health Professional Grant applications will be due for funding available July 1 of the subsequent 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. Each grant application, at a minimum, shall specify:

2.01 (2) (a) The intended recipient secondary schools, the number of health professionals employed by the education provider in secondary schools prior to receipt of a grant, and the ratio of students to school health providers in the secondary 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 secondary schools and to provide substance abuse and behavioral health care services at recipient secondary schools, including screenings, referrals to community organizations, and training for students, families and staff on substance abuse issues;

2.01 (2) (c) The education provider's plan for involving leaders at the recipient secondary schools and in the surrounding community and the faculty at recipient secondary schools in increasing the capacity and effectiveness of the substance abuse and behavioral health care services provided to secondary 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 substance abuse and behavioral health care needs of all of the secondary 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;

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;

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; and

2.01 (2) (i) An assurance of the education provider's commitment to participate in the Healthy Kids Colorado Survey and School Health Profiles.

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 secondary schools, demonstrated by the local school and community data regarding marijuana and the number of marijuana establishments located within the boundaries of a school district;

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 funds that the education provider 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; and

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

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 and Amount of Grant Awards.** 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. 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 moneys to increase the level of funding the education provider allocates to secondary school health professionals to provide substance abuse and 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 secondary schools.

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.

**School Health Professional Grant Program**

**End of Year Report Questions**

Each Education Provider awarded a School Health Professional Grant must submit an end of year report to CDE on or before June 1, 2015.

**Due: June 1, 2015 to** **jenkins-nygren\_l@cde.state.co.us**

1. The number of school health professionals hired using Grant moneys.
2. Number and grade levels of students served.
3. School health professional to student ratio.
4. A breakdown of the use of matching and matched Grant moneys.
5. A list and explanation of the substance abuse prevention education and early interventions used in order to promote the behavioral health of students using Grant moneys.

1. A list and explanation of the training and resources on substance abuse prevention and early intervention for school staff provided using Grant moneys.

1. Any health-related professional development programs provided using Grant moneys.
2. A description of the increase in the level of evidence-based programming on substance abuse prevention education and early intervention provided to secondary students at recipient schools, such as screening or referrals to community behavioral health care programs.
3. A list and explanation of community-based organizations utilized for treatment and counseling for students.
4. Evaluation of impact of the School Health Professional Grant Program, to include a comparison of the numbers of students served, student outcomes, etc. if applicable, at the recipient secondary schools for which the Education Provider receives a grant.

## School Health Care Professional Grant Program

## Letter of Intent

*Letters of Intent Due: Friday, October 17, 2014*

**TO:** Competitive Grants & Awards

 Colorado Department of Education

**SUBJECT:** Letter of Intent

Please be advised that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ intends to submit an application for the ***School Health Professional Grant Program*** on behalf of the following schools:

**Authorized Representative’s Signature:**

**Contact Person for the Proposal:**

**Mailing Address:**

**Telephone: Fax:**

**Email:**

Submit copy of the Letter of Intent by 4:00 p.m. on Friday, October 17, 2014 to: **CompetitiveGrants@cde.state.co.us**