

School Nurse Workforce Grant Program Year 3: Exhibit A

Acronyms

- CDC: Centers for Disease Control and Prevention
- CDE: Colorado Department of Education
- CDPHE: Colorado Department of Public Health and Environment
- GAL: Grant Award Letter
- GFMU: Grant Fiscal Management Unit at CDE
- LEP: Local Education Provider
- PII: Personally identifying information
- SNWG: School Nurse Workforce Grant or School Nurse Workforce Grant Program
- TBD: To be determined

Terms and Conditions of Award

1. On March 22, 2021 the Centers for Disease Control and Prevention (CDC) activated CDC-RFA-TP18-1802 Cooperative Agreement for Emergency Response: Public Health Crisis Response to provide additional funding to address the continued impact of the COVID-19 pandemic. This funding is intended to establish, expand, train, and sustain the public health workforce, including School Nurses, who are considered specialists in public health and are uniquely qualified to address pandemic preparedness, management, and response efforts in the school setting.
2. Pursuant to CDC-RFA-TP18-1802, the School Nurse Workforce Grant (SNWG) will support Local Education Providers (LEP) in their efforts to recruit and retain school nurse staff and is intended to help schools achieve adequate school nurse staffing to support the application of COVID-19 health guidance and to respond to the growing needs of students with chronic conditions, to increase the school nurse's capacity to successfully keep schools open for in-person learning while protecting the health and safety of school community members, and to support districts in their efforts to recruit and retain qualified school nurses. SNWG funding may not be used to supplant funding from other federal sources, or matching on other federal awards.
3. Grant recipients have submitted a signed Program Assurances Form and agree to all Assurances in grant application Program Assurances Form.
4. Funding will be awarded for July 1, 2023 - June 30, 2024. All funds must be expended by June 30, 2024. There will be no carryover of funds.
5. If any findings of misuse of these funds are discovered, project funds must be returned to the Colorado Department of Education (CDE).
6. CDE must be notified within 10 business days by email of all changes in key program and fiscal staff.
7. Grant recipients may be selected for a site visit by CDE program staff.
8. Grant recipients shall retain sole responsibility for the grant project and shall be the only direct recipient of funds.

9. CDE may terminate a grant award upon thirty (30) days' notice if it is deemed by CDE that the awardee 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.
10. Grant recipients will follow the [May 2021 CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce Supplemental Funding Guidance](#).

Program Requirements

1. Data Collection

- a. CDE collects data from grantees to meet the evaluation and reporting requirements of this grant program and to understand program effectiveness and satisfaction.
- b. Data collection by CDE will include participation in interviews and/or electronic surveys and forms.
- c. Grant recipients shall provide the requested data, including the information specified below, to CDE to evaluate the progress of School Nurse recruitment and retention efforts. Grant recipients are responsible to ensure that relevant data is collected, stored, and reported.
 - i. [SNWG Reporting Templates](#) are available on CDE's [School Nurse Workforce Grant webpage](#) for review. *Please note that the submission will be via an electronic form, and that these templates are for review only.*
- d. Semi-annually, each grant recipient must ensure submission via an electronic form of the following information regarding recruitment and retention of School Nurses funded by the grant program:
 - i. Total number of new school nurse hired
 - i. Total number of part-time school nurses converted to full-time school nurses
 - ii. Total number of full-time school nurses retained
 - iii. Progress towards program goals
 - iv. Description of any equity, diversity, and inclusion efforts relevant to the School Nurse Workforce Grant
 - v. School Nurse Workforce Grant Program successes and challenges
 - vi. Number of School Nurses hired with program funding who will be retained
 - vii. Other program information as required by the funder
- e. *Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Grantees should ensure reported information does not contain personally identifying information (PII) or confidential information.*
- f. CDE may share program reporting with the Centers for Disease Control, Colorado Department of Public Health and Environment, Colorado Governor's Office, the State Board of Education and the members of the State House of Representatives and the Senate.

2. Document Retention

- a. Grant recipients are required to retain pertinent information related to funded School Nurse Recruitment and Retention activities in an organized manner, such as, but not limited to:
 - School Nurse position description
 - School Nurse recruitment advertisements and career fair attendance

- School Nurse continuing education courses, workshops, and conference descriptions and agendas
 - Any travel itinerary, including mileage reimbursement logs
 - Receipts and rationale for memberships to professional associations
 - Receipts and rationale for purchased equipment and supplies
- b. CDE, CDPHE, or CDC may ask for this documentation during the grant and for three years after the final grant report.

Fiscal Requirements

1. [Requests for reimbursement](#) must be submitted via Formsite no later than the 15th of each month. Should the 15th fall on a weekend or holiday, the next working day will be the deadline.
2. The [Annual Financial Report](#) (AFR) with the general ledger is due September 30, 2024 and is to be submitted via Smartsheet.

Table of Deliverables

Deliverable	Due Date*	Method of Delivery
Year 3 Informational Presentation	October 31, 2023	Presentation link emailed 10/20/23. Complete evaluation in presentation
FY24 Mid Year Report	Wednesday, January 10, 2024	<i>Electronic survey link to be emailed.</i> Google Form link
Year 3 Mid Year Meeting	TBD in month of February or March 2024	<i>Invitation and meeting link to be emailed.</i> Teleconference
FY24 Year End Report	July 10, 2024	<i>Electronic survey link to be emailed.</i> Google Form link
Final Report	July 10, 2024	<i>Electronic survey link to be emailed.</i> Google Form link
FY24 Annual Financial Report	September 30, 2024	https://app.smartsheet.com/b/form/702de089fc6b45ac97c31f343c8f745f
Changes in key program staff	Within 10 business days of the change	Indicate at the Smartsheet here: https://app.smartsheet.com/b/form/253287a50ee14b578c8c98846489b629
Monthly reimbursement requests	Monthly by the 15th	Information on how to submit a Request for Funds is available here (this is a

		federally reimbursable grant): https://www.cde.state.co.us/cdefisgrant/requestforundsforms .
Optional technical assistance webinars <i>Invitation and meeting link to be emailed</i>	Throughout the grant	Teleconference
Budget reallocations <i>Use the budget workbook submitted with the grant application</i>	As necessary	Indicate at the Smartsheet here: https://app.smartsheet.com/b/form/253287a50ee14b578c8c98846489b629
Site visit conducted at grant partner's organization	As necessary	
<i>*Dates are subject to change at the discretion of CDE.</i>		