

School Nurse Workforce Retention Grant

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
- 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. The School Nurse Workforce Retention Grant, funded through CDC's COVID-19 Public Health Workforce Supplemental Funding, will support Local Education Providers in their efforts to retain school nurses by providing retention bonuses of up to \$2,000 per registered nurse.
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 January 1, 2025 - April 15, 2025. All funds must be expended by April 15, 2025. The last date to submit a Fund Request will be May 30, 2025. 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. *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.*
- d. 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 Professional Development activities in an organized manner, such as, but not limited to:
 - School nurse payroll information
 - School nurse job descriptions
- 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. **All funds must be expended by April 15, 2025. The last date to submit a Funds Request will be May 30, 2025. There will be no carryover of funds.** The Funds Request must include a general ledger and will be the final financial report required in GAINS.

Fiscal Requirements and Table of Deliverables

Deliverable	Due Date*	Method of Delivery
Retention bonuses paid to school nurses	April 15, 2025	All funds must be expended by April 15, 2025.
Fund Request in GAINS (Federal grant code 7354 - School Nurse Workforce Retention Grant)	May 30, 2025	Submit Fund Request in GAINS to be reimbursed for this federal grant. Include a detailed general ledger with date of transaction in the Related Document section.

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		Fund Request instructions and recording.
Changes in key program staff	Within 10 business days of the change	In GAINS
<i>*Dates are subject to change at the discretion of CDE.</i>		