

## Exhibit A, Award Letter Statement of Work

### Terms and Conditions

- Funding for the Menstrual Hygiene Accessibility Program will be awarded in the 2024 – 2025 academic year.
- CDE 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, or if the program is generating less than satisfactory results.
- CDE must be notified of all changes in key program and fiscal staff within 15 business days.
- If any findings of misuse of these funds are discovered, program funds must be returned to the Colorado Department of Education (CDE).
- Sites receiving a grant through the Menstrual Health Accessibility Program may be selected for a site visit by CDE program staff.

### Program Requirements

- **The grantee is required to expend all FY24-25 funds by June 30, 2025. Note that any unused funds will need to be returned to CDE.**
- The menstrual hygiene products must be distributed to students at no cost and must be available to all students regardless of their gender identity.
- The grantee agrees to the Assurances contained in the application.
- The grantee agrees to submit a year-end program report in GAINS on or before October 1, 2025, that includes the number of gender-neutral spaces (e.g. restrooms, common spaces) where grant funding was used to increase access to menstrual hygiene products and/or disposal.

### Authorized Activities

- Authorized activities include: the purchase and distribution of menstrual hygiene products; the purchase and installation of menstrual hygiene product dispensers; and/or the purchase and installation of menstrual hygiene product disposal receptacles.
  - In the context of this program, menstrual hygiene products are limited to pantliners, pads, and tampons. *Menstrual cups are not included.*
  - The installation of dispensing machines and receptacles will be funded at \$100 per machine or receptacle installed.
  - Product shipping costs must be reasonable and should not exceed 5% of the total award.
  - Product storage (e.g., plastic containers or tubs, baskets, cabinets) is not an allowable expense.

### Fiscal Requirements

- The grantee is required to complete an electronic budget template that will be used to track actual expenses.
- On or before October 1, 2025, the grantee is required to complete an end of year fiscal report in GAINS for the Department that includes the amount of funding used on authorized activities.