

Funding Opportunity

Application Information Webinar: **Wednesday, October 30, 2024, at 2 pm**

[Register on Zoom to attend](https://us02web.zoom.us/meeting/register/tZ0rdOyppj8sGNyzAfOjP44qySh5qzIT_UPJ). Recorded application information webinar available on

[CDE’s Menstrual Hygiene Products Accessibility Grant webpage](https://www.cde.state.co.us/healthandwellness/menstrualhygieneproducts).

[Applications Due](https://colorado.egrantsmanagement.com/): **Thursday, November 7, 2024, by 4 pm**

Application will open in GAINS on Monday, October 14, and close on Thursday, November 7.

|  |
| --- |
| Menstrual Hygiene Products Accessibility Grant Pursuant to Statute C.R.S. 22-2-147 |

EDAC stamp

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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 Menstrual Hygiene Products Accessibility Grant must be submitted in** [**GAINS**](https://colorado.egrantsmanagement.com/)**.**

Submission of application materials either in hard copy or via

e-mail will not be accepted.

The application window will open in GAINS on Monday, October 14, and close on Thursday, November 7, 2024, at 4 pm.

[More information about GAINS is available on CDE’s website.](https://www.cde.state.co.us/gains)

# Accessing GAINS

**School District and BOCES Applicants**

* Contact your district Local Access Manager (LAM) to receive access to GAINS. Documentation and training on this process for LAMs is available on [CDE’s GAINS Training webpage](https://www.cde.state.co.us/gains/gainstrainings).

**Charter School Applicants**

* Complete the [Charter School GAINS Access Request Form](https://app.smartsheet.com/b/form/6cb9159d35894e76b6875bebc7232d56)

**Menstrual Hygiene Products Accessibility Grant**

**Applications Due: Thursday, November 7, 2024, by 4 pm**

# Introduction and Purpose

Colorado SB 21-255 “Free Menstrual Hygiene Products to Students” created the Menstrual Hygiene Products Accessibility Grant to provide menstrual hygiene products at no expense to students and make products accessible to a student regardless of the student’s gender identity. Colorado HB 24-1164 increased the amount of program funding and expanded the program’s eligible recipients. This grant program exists to increase the number of gender-neutral spaces where students can access free menstrual hygiene products and dispose menstrual hygiene products.

# Eligible Applicants and Priority Criteria

Per statue, eligible applicants are rural or small rural Colorado school districts and charter schools, districts and charter schools who enroll 50% or more students eligible for free or reduced-price lunch, facility schools, and Colorado School for the Deaf and Blind.

**Note:** Applications will not be accepted from individual non-charter schools and must be authorized and submitted through the LEP.

See **Appendix A** for an eligibility decision tree and **Appendix B** for a list of eligible LEPs.

Applicants that have previously received funds from the Menstrual Hygiene Accessibility Grant may apply for this current funding opportunity. If funding requests exceed the amount of funds available, *new grant program applicants will be prioritized*.

**Charter Schools:**

Pursuant to [C.R.S. 22-30.5-104 (11)](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=f793ddcd-a668-40c2-88c9-13152b4e624f&nodeid=AAWAAEAACAACAAE&nodepath=%2FROOT%2FAAW%2FAAWAAE%2FAAWAAEAAC%2FAAWAAEAACAAC%2FAAWAAEAACAACAAE&level=5&haschildren=&populated=false&title=22-30.5-104.+Charter+school+-+requirements+-+authority+-+rules+-+definitions.&config=014FJAAyNGJkY2Y4Zi1mNjgyLTRkN2YtYmE4OS03NTYzNzYzOTg0OGEKAFBvZENhdGFsb2d592qv2Kywlf8caKqYROP5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A65MT-X293-CGX8-0095-00008-00&ecomp=8gf59kk&prid=b437b07b-e138-4d15-acfc-74ff860597f5), a charter school may choose to apply apart from their authorizer for a competitive grant program created by a federal or state statute or program. The charter school is considered the LEP only for the purposes of applying and determining eligibility. A charter school’s authorizer will be the fiscal agent, if funded.

* A charter school that applies for a grant shall provide to its authorizing district:
  + A copy of the grant application at the time the application is submitted to CDE; and
  + If the charter school receives the grant moneys, a summary of the grant requirements, a summary of how the charter school is using the grant moneys, and periodic reports on the charter school’s progress in meeting the goals of the grant as stated in its application.
* If a charter school intends to apply for a grant that the school’s authorizing school district is also intending to apply for, the charter school shall seek to collaborate with the school district in the application and to submit the application jointly. If the charter school and the school district are unable to agree to collaborate in applying for the grant, the charter school may apply for the grant independently or in collaboration with other charter schools.

# Available Funds and Duration of Grant

Approximately $180,000 is available for the 2024-2025 school year, with funding contingent on approval of appropriations from the State Legislature. Applicants may select from the following funding amounts: $1000, $2500, $4000. If funding requests exceed the amount of funds available, *new grant program applicants will be prioritized*. There is no guarantee that applying will result in funding or funding at the requested level.

Grants will be awarded for a one-year term beginning in the 2024-2025 fiscal year. Additional grant funding for subsequent years will be contingent upon annual appropriations by the State Legislature, and grantees meeting all grant, fiscal, and reporting requirements. Funded applicants for the 2024-2025 school year are not guaranteed any additional funding beyond the 2024-2025 year at this time. Funds must be expended by **June 30, 2025**. There will be no carryover of funds.

# Allowable Use of Funds

A Local Education Provider that receives a grant under the program shall use the monies to increase the number of gender-neutral spaces where students can access free menstrual hygiene products and dispose menstrual hygiene products.

Funding may only be used to:

* Acquire and distribute menstrual hygiene products (tampons, menstrual pads, and pantiliners) at no expense to students; and/or
* Acquire, install, and maintain dispensing machines or disposal receptacles for menstrual hygiene products.

Note the following:

* In the context of this program, menstrual hygiene products include pantiliners, 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.

# Reporting

Each Education Provider that receives a grant through the Menstrual Hygiene Products Accessibility Grant is required completed an Annual Financial Report that at a minimum includes the following information to the Department on or before **September 30, 2025**:

* The amount of money spent on the acquisition and distribution of menstrual hygiene products; and
* The amount of money spent on the acquisition, installation, and maintenance of a dispensing machine or disposal receptacle for menstrual hygiene products.

Education Providers may complete an optional program survey to report on program successes and challenges and provide program feedback.

Education Providers receiving a grant through Menstrual Hygiene Products Accessibility Grant may be selected for a site visit by CDE program staff during the 2024-2025 school year.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through Menstrual Hygiene Products Accessibility Grant. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note:** Documents submitted as part of the application 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.

Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Awarded grantees should ensure reported information does not contain Personally Identifiable Information (PII) or confidential information.

# Application Assistance

An application information webinar will be held on **Wednesday, October 30, 2024, 2:00 PM**. [Register on Zoom here](https://us02web.zoom.us/meeting/register/tZ0rdOyppj8sGNyzAfOjP44qySh5qzIT_UPJ). The recorded webinar will be posted on [CDE’s Menstrual Hygiene Products Accessibility Grant webpage](https://www.cde.state.co.us/healthandwellness/menstrualhygieneproducts).

# Review Process and Notification

Applications will be reviewed by CDE staff to ensure that program eligibility is met and that all the required components have been included. Applicants will be notified of final award status no later than **Friday, November 22, 2024**.

**Note:** There is no guarantee that applying will result in funding or funding at the requested level. All award decisions are final.

# Submission Process and Deadline

Applications must be completed and submitted through [GAINS](https://colorado.egrantsmanagement.com/) by **Thursday, November 7, 2024, 4 pm**.

Application materials and resources are available on [CDE’s Menstrual Hygiene Products Accessibility Grant webpage](https://www.cde.state.co.us/healthandwellness/menstrualhygieneproducts).

# Required Elements

The format outlined below must be followed to assure consistency in applications.

Part I: Applicant Request and Budget

Part II: Program Assurances

**Menstrual Hygiene Products Accessibility Grant**

**Applications Due: Thursday, November 7, 2024, by 4 pm**

Applicants will complete their application in [GAINS](https://colorado.egrantsmanagement.com/).

Applications will be accepted in GAINS from Monday, October 14, through Thursday, November 7, 2024.

# Part I: Applicant Request and Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application ContactThe person that CDE should contact if there any questions or additional information needed for this application. | | | | |
| **Name:** |  | | **Title:** |  |
| **Telephone:** |  | | **E-mail:** |  |
| **Program Contact**  The person who will be responsible for receiving communications from CDE staff about this program. | | | | |
| **Name:** |  | | **Title:** |  |
| **Telephone:** |  | | **E-mail:** |  |
| **Fiscal Manager Information** | | | | |
| **Name:** |  | | | |
| **Telephone:** |  | | **E-mail:** |  |
| 1. Indicate the number of schools anticipated to be served with these funds: | | | | |
| 1. Indicate the total number of students enrolled in the schools anticipated to be served with these funds: | | | | |
| 1. Indicate the number of restrooms, including gender-neutral restrooms, in the schools to be served with these funds: | | | | |
| 1. Indicate the number of gender-neutral restrooms where hygiene products will be distributed, dispensed, and/or disposed: | | | | |
| 1. Indicate which activities are you requesting funds for (select all that apply): | | ☐ Acquiring and distributing menstrual hygiene products at no expense to students.  ☐ Acquire, install and/or maintain a dispensing machine(s).  ☐ Install and/or maintain disposal receptacle(s) for menstrual hygiene products. | | |
| 1. Indicate the amount of funding you are requesting. Select from the following three options: | | | ☐ $1,000 ☐ $2,500 ☐ $4,000 | |

**Program Budget**

The proposed program budget should equal the funding amount requested in item 6 and must be completed in GAINS.

# Part II: Program Assurances

**Applicants will agree to the below Assurances within the Menstrual Hygiene Products Accessibility Grant application in GAINS. An upload of this document is not required.**

The applicant hereby applies for and, if awarded, accepts the state funds requested in this application. In consideration of the receipt of these grant funds, the applicant agrees that the General Assurances form for all state funds and the terms therein are specifically incorporated by reference in this application. The applicant also certifies that all program and pertinent administrative requirements will be met. In addition, grantees that accept Menstrual Hygiene Products Accessibility Grant funding agree to the following assurances:

1. The grantee will provide the Colorado Department of Education with the financial and evaluation information required in the Request for Applications.
2. The grantee will work with and provide requested data to CDE for the Menstrual Hygiene Products Accessibility Grant within the time frames specified.
3. The 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 services 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. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

**Duplication of Benefits**

Federal or State funds generally cannot be used to pay for the exact same cost or activity already paid for from another source of funding. This is sometimes referred to as a prohibition on duplication of benefits (DOB), or “double-dipping.” Entities using multiple funding sources should be aware of the different authorities and program requirements for each funding source, being careful to avoid DOB in instances where they are paying for similar costs or activities from multiple sources. (2CFR200.302) Subrecipients should avoid a duplication of benefits for any federal or state award. A duplication of benefits occurs when the amount of the assistance (i.e., funding) to a beneficiary exceeds the total allowable assistance (i.e., based on the total allocable expenses) to that beneficiary for that purpose.

1. Applicant certifies no duplication of benefits resulting in this funding will occur. If awarded, the Awardee (applicant) will notify in writing CDE should this occur.

**Fraud, Waste and Abuse**

Recipients of grant funds are responsible for taking steps to reduce fraud, waste, and abuse. Fraud Waste and Abuse can come in many forms, such as:

* Embezzlement, bribery, or other public corruption involving federal or state funds;
* Serious mismanagement involving federal or state programs or funds;
* Theft or misuse of Federal student aid to include knowledge of fraud, waste, or abuse involving a financial aid administrator or other entity official(s), or knowledge of fraud, waste, or abuse involving a student loan servicer or collection agency;
* Knowledge that your entity is not complying with regulations or laws involving Federal student aid or other federal or state program or operation requirements;
* Conflicts of interest-violation of arm’s length agreements;
* Contract and procurement irregularities;
* Theft or abuse of government property;
* Employee misconduct; or
* Ethics violations by officials.

Entities are required to have a procedure or methodology for timely reporting, in writing, of any noted violations that may potentially affect the federal or state award. (2CFR200.113)

1. Applicant certifies there are sufficient internal controls in place to reduce or eliminate the possibility of fraud, waste and abuse with these, or any funds within their agency, and if an instance occurs. If awarded, the Awardee (applicant) will notify CDE in writing.

**Conflict of Interest**

The applicant hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or grant resulting from this award that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term “potential conflict” means reasonably foreseeable conflict of interest. The applicant further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the Government's or Colorado Department of Education’s satisfaction, such conflict of interest (or apparent conflict of interest).

1. Applicant certifies there are sufficient internal controls in place to reduce or eliminate the possibility of any conflicts of interest with these, or any funds within their agency. If awarded, the Awardee (applicant) will notify CDE in writing. (2CFR200.112)

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 GAINS and approved by CDE before modifications are made to the expenditures.

Approvals for this grant must be captured in GAINS from the following personnel:

* Applicant Authorized Representative
* Applicant Fiscal Manager

**Note:** For Charter School applicants, the above personnel must be from your authorizing district or CSI.

# Appendix A: Eligibility Decision Tree

Is the entity a Rural School District, a Small Rural District, a Charter School of a Rural School District or a Small Rural District, or an Institute Charter School located within the geographic boundaries of a Rural SchoolDistrict or Small Rural School District?

**OR**

Is the entity’s Free and Reduced Lunch Rate (FRL) 50% or higher for the 2023-2024 school year?

*See Appendix B for eligibility list.*

Are you applying on behalf of a Colorado School District, authorized Charter School, BOCES, CSDB, or Facility School? (Note: Individual non-charter schools must apply with their district.)

Yes

No

Not Eligible

No

Yes

Not Eligible

Eligible

# Appendix B: Eligible Applicants

**All Qualifying Districts**

Adams 12 Five Star Schools

Adams County 14

Adams-Arapahoe 28J

Agate 300

Aguilar Reorganized 6

Akron R-1

Alamosa RE-11J

Archuleta County 50 Jt

Arickaree R-2

Arriba-Flagler C-20

Aspen 1

Ault-Highland RE-9

Bayfield 10 Jt-R

Bennett 29J

Bethune R-5

Big Sandy 100J

Branson Reorganized 82

Briggsdale RE-10

Brush RE-2(J)

Buena Vista R-31

Buffalo RE-4J

Burlington RE-6J

Byers 32J

Calhan RJ-1

Campo RE-6

Canon City RE-1

Centennial R-1

Center 26 JT

Cheraw 31

Cheyenne County Re-5

Clear Creek RE-1

Colorado School for the Deaf and Blind

Colorado Springs 11

Cotopaxi RE-3

Creede School District

Cripple Creek-Victor RE-1

Crowley County RE-1-J

Custer County School District C-1

De Beque 49JT

Deer Trail 26J

Delta County 50(J)

Denver County 1

District Name

Dolores County RE No.2

Dolores RE-4A

Durango 9-R

Eads RE-1

Eagle County RE 50

East Grand 2

East Otero R-1

Eaton RE-2

Edison 54 JT

Elbert 200

Elizabeth School District

Ellicott 22

Englewood 1

Estes Park R-3

Fort Morgan Re-3

Fountain 8

Fowler R-4J

Fremont RE-2

Frenchman RE-3

Garfield 16

Garfield Re-2

Genoa-Hugo C113

Gilpin County RE-1

Granada RE-1

Greeley 6

Gunnison Watershed RE1J

Hanover 28

Harrison 2

Haxtun RE-2J

Hayden RE-1

Hinsdale County RE 1

Hi-Plains R-23

Hoehne Reorganized 3

Holly RE-3

Holyoke Re-1J

Huerfano Re-1

Idalia RJ-3

Ignacio 11 JT

Johnstown-Milliken RE-5J

Julesburg Re-1

Karval RE-23

Kim Reorganized 88

Kiowa C-2

Kit Carson R-1

La Veta Re-2

Lake County R-1

Lamar Re-2

Las Animas RE-1

Liberty J-4

Limon RE-4J

Lone Star 101

Mancos Re-6

Manzanola 3J

Mapleton 1

McClave Re-2

Meeker RE-1

Mesa County Valley 51

Miami/Yoder 60 JT

Moffat 2

Moffat County RE: No 1

Monte Vista C-8

Montezuma-Cortez RE-1

Montrose County RE-1J

Mountain Valley RE 1

North Conejos RE-1J

North Park R-1

Norwood R-2J

Otis R-3

Ouray R-1

Park County RE-2

Pawnee RE-12

Peyton 23 Jt

Plainview RE-2

Plateau RE-5

Plateau Valley 50

Platte Canyon 1

Platte Valley RE-7

Prairie RE-11

Primero Reorganized 2

Pritchett RE-3

Pueblo City 60

Pueblo County 70

Rangely RE-4

Revere School District

Ridgway R-2

Roaring Fork RE-1

Rocky Ford R-2

Salida R-32

Sanford 6J

Sangre De Cristo Re-22J

Sargent RE-33J

Sheridan 2

Sierra Grande R-30

Silverton 1

South Conejos RE-10

South Routt RE 3

Springfield RE-4

Steamboat Springs RE-2

Strasburg 31J

Stratton R-4

Summit RE-1

Swink 33

Telluride R-1

Trinidad 1

Upper Rio Grande School District C-7

Valley RE-1

Vilas RE-5

Walsh RE-1

Weld County RE-1

Weld County School District RE-3J

Weld Re-8 Schools

Weldon Valley RE-20(J)

West End RE-2

West Grand 1-JT

Westminster Public Schools

Widefield 3

Wiggins RE-50(J)

Wiley RE-13 Jt

Woodland Park Re-2

Woodlin R-104

Wray RD-2

Yuma 1

**All Qualifying Charter Schools** [continued next page]

Academy 360

Academy of Advanced Learning

Academy of Arts and Knowledge Elementary

Alta Vista Charter School

Animas High School

Ascent Classical Academy of Grand Junction

Aspen Community Charter School

Atlas Preparatory Elementary School

Atlas Preparatory High School

Atlas Preparatory Middle School

AUL Denver

Aurora Academy Charter School

Aurora Science & Tech High School

Aurora Science & Tech Middle School

AXL Academy

Battle Rock Charter School

Belle Creek Charter School

Carbondale Community Charter School

Cardinal Community Academy Charter School

Chavez/Huerta K-12 Preparatory Academy

Children's Kiva Montessori School

CIVICA Colorado

Colorado Early Colleges Aurora

Colorado High School Charter

Colorado High School Charter - GES

Colorado Springs Charter Academy

Community Leadership Academy

Compass Academy

Coperni 3

Crestone Charter School

Crown Pointe Charter Academy

Denver Justice High School

Doral Academy of Colorado

DSST: Cedar High School

DSST: Cedar Middle School

DSST: Cole High School

DSST: Cole Middle School

DSST: College View High School

DSST: College View Middle School

DSST: Conservatory Green High School

DSST: Conservatory Green Middle School

DSST: Elevate Northeast High School

DSST: Elevate Northeast Middle School

DSST: Green Valley Ranch High School

DSST: Green Valley Ranch Middle School

DSST: Montview High School

DSST: Montview Middle School

Eagle County Charter Academy

Early College of Arvada

Early Learning Center at New Legacy Charter School

Eastlake High School of Colorado Springs

Gardner Valley School

Georgetown Community School

Girls Athletic Leadership School High School

Global Village Academy - North

Global Village Academy Aurora

Globe Charter School

GOAL Academy

Guffey Charter School

High Point Academy

Highline Academy Northeast

Highline Academy Southeast

HOPE Online Learning Academy High School

HOPE Online Learning Academy Middle School

James Irwin Charter Middle School

James Irwin Elementary School - Astrozon

James Madison Charter Academy School

Juniper Ridge Community School

Justice High Charter School

KIPP Denver Collegiate High School

KIPP Northeast Denver Leadership Academy

KIPP Northeast Denver Middle School

KIPP Northeast Elementary

KIPP Sunshine Peak Academy

KIPP Sunshine Peak Elementary

Knowledge Quest Academy

Kwiyagat Community Academy

Lake George Charter School

Legacy Academy

Lotus School for Excellence

Marble Charter School

Merit Academy

Monarch Montessori

Montessori del Mundo Charter School

Monument Charter Academy

Monument Charter Academy Secondary School

Mount View Core Knowledge Charter School

Mountain Middle School

New America School

New America School - Aurora

New America School - Thornton

New Legacy Charter School

North Routt Community Charter School

Not a school

Omar D Blair Charter School

Pagosa Peak Open School

Pleasant View Charter School

Pueblo Charter School for the Arts & Sciences

Pueblo Classical Academy

Pueblo School for Arts & Sciences at Fulton Heights

Ricardo Flores Magon Academy

RiseUp Community School

Rocky Mountain Deaf School

Rocky Mountain Prep Berkeley

Rocky Mountain Prep Creekside

Rocky Mountain Prep Federal

Rocky Mountain Prep Green Valley Ranch

Rocky Mountain Prep Noel

Rocky Mountain Prep RISE

Rocky Mountain Prep Ruby Hill

Rocky Mountain Prep SMART

Rocky Mountain Prep Southwest

Rocky Mountain Prep Sunnyside

Rocky Mountain Prep Westwood

Rocky Mountain Prep: Fletcher

Roosevelt Charter Academy

Ross Montessori School

Salida del Sol Academy

Salida Montessori Charter School

Sky Ranch Academy

SOAR at Green Valley Ranch

Southwest Open Charter School

Steamboat Montessori

Stone Creek School

The Juniper School

The Pinnacle Charter School

Two Rivers Community School

Union Colony Elementary School

Union Colony Preparatory School

University Prep - Arapahoe St.

University Prep - Steele St.

Vanguard Classical School - East

Vanguard Classical School - West

Vega Collegiate Academy

Victory Preparatory Academy High State Charter School

Victory Preparatory Academy Middle State Charter School

Villa Bella Expeditionary Middle School

Vision Charter Academy

Vision Charter Academy K-8

Vista Charter School

West Ridge Academy

Wyatt Academy