

**Supplemental Funding Opportunity**

School Counselor Corps Grant Program (SCCGP)

Supplemental Funds FY2024-2025

Application Due: **December 4, 2024, by 4 PM.**

Application will open in [Smartsheets](https://app.smartsheet.com/b/form/67e3fdd2b5ec4db281f3d345c1fcd017) on November 4, 2024, and close on December 4, 2024, by 4 PM.

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| **School Counselor Corps Grant Program****Supplemental Funds Request**Pursuant to C.R.S. 22-91-101 through 22-91-105 |

**Program Questions:**

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**Applications for the SCCGP Supplemental Funds FY2024-2025**

**must be submitted through** [**Smartsheets.**](https://app.smartsheet.com/b/form/67e3fdd2b5ec4db281f3d345c1fcd017) **Submission of application materials either in hard copy or via email will not be accepted.**

**School Counselor Corps Grant Program Supplemental Funds FY2024-2025 Request**

**Applications Due: Wednesday, December 4, 2024, by 4 pm**

# Introduction and Purpose

For the 2024-2025 school year, additional SCCGP funds are available to grantees in Cohorts 11, 12, and 13 that demonstrate need for licensed school counselor salaries that are not being met with the original yearly allocation of $90,000 per funded site.

# Eligible Applicants

Eligible applicants are local education providers (LEP) that:

* Are current Cohort 11, 12, and 13 SCCGP grantees for the 2024-2025 academic year; and
* Demonstrate need for additional funding of licensed school counselor salaries.
* Must meet all conditions of the grant (i.e., adequate progress toward successfully meeting annual objectives, completed program development report, and completed budgets).
* Please Note: Funding must go to current SCCGP funded sites.

# Available Funds and Duration of Grant

Approximately $89,000 will be distributed to current Cohort 11, 12, and 13 SCCGP grantees based on a competitive process that begins with completion of this supplemental RFP.  **Applicants may request amounts needed to fulfill approved salary requirements. Funds will be equally distributed based on the total number of submitted requests.** All funds must be expended by June 30, 2025.

# Allowable Use of Funds

Funds must be utilized for any (or all) of the following activities:

* Licensed school counselor FTE salaries exceeding the original allocation of $90,000 per funded site.

# Required Reporting

Supplemental funding should be submitted as a budget revision and shown as a salary expense in the Annual Financial Report (AFR).

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# 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 the SCCGP. 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 and Intent to Apply

A supplemental application training webinar will occur Wednesday, November 6, 2024, from 1:00 to 1:45 PM. [**Register via Zoom here**.](https://us02web.zoom.us/meeting/register/tZctce-trDorG9B94lLqD8wJliyMqTfa8pgl#/registration) A recording will be posted on CDE’s School Counselor Corps Grant Program [Current Grantee webpage](https://www.cde.state.co.us/postsecondary/sccg-current-grantees).

# Review Process and Notification

Applications will be reviewed by CDE staff to ensure they contain all required components as well as any data received by the school to date. Applications must meet all required components to be considered for funding. This process may be discontinued at any point as funding is contingent upon available appropriations to the SCCGP for the 2024-2025 school year. Applicants will be notified of awards no later than **Monday, January 9, 2023.**

**Note:** This is a competitive process – **Applicants may request amounts needed to fulfill approved salary requirements; however, funds will be equally distributed based on the total number of submitted requests.** There is no guarantee that applying will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities. CDE will award applications until the level of available funding has been met.

# Submission Process and Deadline

An electronic copy of this application must be received by 4 PM on **Wednesday, December 4, 2024.** The electronic version should include all required components of the proposal. **Incomplete or late proposals will not be considered.**

Applications must be completed and submitted through [**Smartsheets**](https://app.smartsheet.com/b/form/67e3fdd2b5ec4db281f3d345c1fcd017) by **Wednesday, December 4, 2024, by 4 pm**.

Application materials and resources are available on CDE’s SCCGP [Current Grantee webpage](https://www.cde.state.co.us/postsecondary/sccg-current-grantees).

# Required Elements

The format outlined below must be followed to assure consistent application of the evaluation criteria. **All application materials must be submitted to** [**Smartsheets**](https://app.smartsheet.com/b/form/67e3fdd2b5ec4db281f3d345c1fcd017)**to receive supplemental fundings.**

* **Part I: Applicant Information, Recipient School Information**- Answers should be directly input in Smartsheets and a copy with signatures should be uploaded as an attachment.
* **Part II: Narrative**- Answers should be directly input in Smartsheets.
* **Part III: Proposed Supplemental Budget**- Complete and upload as an attachment in Smartsheets.
* **Part IV: The 2024-2025 Approved Salary Schedule**- Upload as an attachment in Smartsheets.
* **Part V:** Program Assurances- complete in Smartsheets.

Attachments to upload:

* **Part I: Applicant Information, Recipient School Information** -page 4 with signatures.
* **Part III: Proposed Supplemental Budget**- page 5 with budget table completed.
* **Part IV: The 2024-2025 Approved Salary Schedule**

**School Counselor Corps Grant Program Supplemental Funds FY2024-2025 Request**

**Applications Due: Wednesday, December 4, 2024, by 4 pm**

Applicants will complete their application through [Smartsheets](https://app.smartsheet.com/b/form/67e3fdd2b5ec4db281f3d345c1fcd017).

Applications will be accepted in Smartsheets from Monday, November 4, 2024, through Wednesday, December 4, 2024, at 4 pm.

# Part I: Applicant Information- Answers should be directly input in Smartsheets and a copy with signatures should be uploaded as an attachment.

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| Authorized Representative InformationFor Charter School applicants, the Authorized Representative and Fiscal Manager will be contacts from your authorizing district/CSI. |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Signature** |  |
| **Program Contact Information** |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Signature** |  |
| **Fiscal Manager Information** |
| **Name:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Signature** |  |

# Part I: Recipient Schools Information- Answers should be directly input in Smartsheets.

**Please complete the table below for each participating school (maximum of six sites per application if applying for Site-Based funding).**

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| --- | --- | --- | --- | --- | --- |
| **Local Education Provider** **(District/BOCES/Charter)** | **Local Education Provider Code** | **SCCGP Cohort Year** **(list all that apply)** | **Funded School Name** | **Funded School Code** |  **Amount Requested**  |
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| **Total Amount Requested:** *Indicate the total amount of funding you are requesting.* |  |

# Part II: Narrative- Answers should be directly input in [Smartsheets](https://app.smartsheet.com/b/form/67e3fdd2b5ec4db281f3d345c1fcd017).

1. Outline the challenges to meet salary FTE requirements for your District, BOCES, or Charter in FY2024-2025.
2. Explain how the supplemental funds will support licensed school counselor FTE.

**Part III: Proposed Supplemental Budget**

**Complete the following table and upload as an attachment in** [**Smartsheets**](https://app.smartsheet.com/b/form/67e3fdd2b5ec4db281f3d345c1fcd017)**.**

*Use the table outlined below to detail your plan for use of the additional funds for the supplemental.*

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| --- | --- | --- | --- | --- |
| **School Name**  | **Budget Item** | **Total salary for the hired school counselor in FY2024-2025** **(reflected on uploaded salary schedule)** | **Current Funding Allocation for Hired School counselor salary in FY2024-2025** | **Difference Requested** **(Total Salary – Current Funding Allocation allocation)** |
| Example: CDE High School | 1.0 FTE for School Counselor  | $95,000 | $90,000  | $5,000 |
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| **Total**  |  |   |   |

# Part IV: 2024-2025 Approved Salary Schedule

**In** [**Smartsheets**](https://app.smartsheet.com/b/form/67e3fdd2b5ec4db281f3d345c1fcd017)**, upload a copy of the LEP approved salary scale with information that applies highlighted to illustrate the need for requested funds.**

# Part V: Program Assurances

**Applicants will agree to the Assurances below within the School Counselor Corps Grant** **application in Smartsheets.**

**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, awardees that accept School Counselor Corps Grant funding agree to the following assurances:

1. The grantee will annually provide the Colorado Department of Education with the evaluation information required in the Evaluation and Reporting section of the Request for Applications.
2. The grantee will work with and provide requested data to CDE for the School Counselor Corps Grant Program within the timeframes 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 moneys currently being used to provide school counseling activities 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.
8. School counseling positions and successful programs initiated under the grant shall be sustained by the grantee to potentially be considered for future Colorado School Counselor Corps Grant Program funding.

**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.