



COLORADO
Department of Education

School Nurse Workforce Retention Grant

Information Webinar

Application Deadline:
Thursday, November 21, 2024,
by 4 pm

General Information

- 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. This grant program exists to build and maintain the capacity to support public health priorities derived from COVID-19 and to retain school nurses as a critical part of the public health infrastructure.
- Approximately \$600,000 is available for the 2024-2025 school year. Grants will be awarded for a four-month term beginning January 1, 2025, and ending April 15, 2025.
- Retention bonus awards may be requested for up to \$2,500 per Registered Nurse. Final award amounts are not guaranteed and will be determined based on available funds and application requests. There is no guarantee that applying will result in funding or funding at the requested level.
- Funds must be expended by April 15, 2025. This is a federal grant requiring request for funds. All funds must be requested no later than May 30, 2025. There will be no carryover of funds.

Eligibility

Local Education Providers (LEPs) are eligible to apply for this opportunity. An eligible LEP is:

- A School District;
- A Board of Cooperative Educational Services (BOCES);
- A Charter School authorized by a School District; or
- A Charter School authorized by the Charter School Institute.
- Indian tribe or tribal organization (as such terms are defined in section 4 of the Indian Self-Determination and Education Act (25 U.S.C. 450b));
- The Colorado School for the Deaf and Blind or
- A consortium of two or more such local education providers.

Applicants that have previously received funds from the School Nurse Workforce Grant may apply for this current funding opportunity.

Note: Applications will not be accepted from individual non-charter schools and must be authorized and submitted through the LEP. Only one application per LEP will be accepted (not including charter school applicants)

Allowable Use of Funds

A Local Education Provider that receives a grant under the program shall use the monies to provide bonuses of up to \$2,500 per nurse to **Registered Nurses currently employed by the school** to support school nurse retention.

- Allowable services or activities include:

Retention bonuses for Registered Nurses currently employed as a K-12 school nurse, limited to salaries and benefits.

Notes:

- Recipients of funds shall hold registered nurse (RN) licensure.
- Funds may not be used to supplant funding from other federal sources or matching on other federal awards.
- It is the district's responsibility to ensure nurses employed by one or more districts may only receive retention bonuses from one district.
- Funding may not be used for food.
- This is a **federal grant that requires a request for reimbursement.**
- Indirect costs are not allowable.

Timeline

Date	Action
Thursday, November 21, 2024, 4:00 pm	Application Deadline
No later than Friday, December 20, 2024	Notification of Final Award Status
April 15, 2025	Funds Must be Expended by Grant Recipients
May 30, 2025	Last day to submit Request for Funds
May 30, 2025	Annual Financial Report (AFR) due

Grant Funding Distribution

- Retention bonus awards may be requested for up to \$2,500 per registered nurse.
- Final award amounts are not guaranteed and will be determined based on available funds and application requests. There is no guarantee that applying will result in funding or funding at the requested level.
- 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 **April 15, 2025**.
- This is a federal grant requiring request for funds. All funds must be requested no later than **May 30, 2025**. There will be no carryover of funds.

Evaluation and Reporting

- **On or before May 30, 2025**, Each Education Provider that receives a grant through the School Nurse Workforce Retention grant is required to complete an **Annual Financial Report** that at a minimum includes the following information:
 - The number of school nurses receiving a retention bonus
 - Amount of retention bonus each nurse received
 - Total amount of retention bonuses distributed

Information Needed for Application

- Part I: Applicant Request and Budget
- Part II: Program Assurances
- Part III: Upload Financial Management Risk Assessment
- Part IV: Upload Letter of Support

Part I: Applicant Request and Budget

Application Contact			
The 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:	
Request Details			
1. Number of registered school nurses who will receive retention bonus.			
2. Amount of retention bonus per registered nurse, up to \$2,500 each.			
3. Total amount of request (number of nurses multiplied by amount of retention bonus per nurse).			
4. Please confirm Letter of Support is uploaded with this application.			

Program Budget

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

Letter of Support

The Letter of Support must include the following elements on District or Charter School Letterhead:

- Brief program goal (1-2 sentences)
- Number of registered nurses to be retained
- Amount of funding requested per school nurse (amount must be consistent with amount on application in GAINS)
- A brief statement that the district or Charter School supports the request for retention bonuses. (1-2 sentences)
- The Letter of Support must be signed by a member of the School Board, HR Director, or other District Administrator **who can approve personnel bonuses**.

Applications with incomplete Letters of Support cannot be accepted.
Letters of Support must be complete for the application to be considered.

How to Apply - DUE November 21, 2024

Step 1

- Click on this [School Nurse Workforce Grant](#) webpage to access information and forms

Step 2

- Review the Request for Application (RFA)

Step 3

- Gather information required on the application
- Determine your request

Step 4 - due Thursday, November 21, 2024, at 4 pm

- Access and submit the application using [GAINS](#)
 - Part I: Applicant Request and Budget
 - Part II: Program Assurances
 - Part III: Upload Financial Management Risk Assessment
 - Part IV: Upload Letter of Support

Step 5 - No later than December 20, 2024

- Applicants will be notified of their final award status

GAINS Resources

- [GAINS Training Resources](#) - Recordings, materials and links from previous and future system overview training opportunities
- [GAINS FAQ](#) - Short, quick answers to the most commonly asked questions.
- [Help Desk Ticket](#) - Stuck and not sure how to proceed in GAINS? Submit a Help Desk Ticket.

Charter Schools applying for grants in GAINS should use the [Charter School GAINS Access Form](#). Please note that, although Charter Schools will be able to login and submit their own applications through GAINS, they will still need to identify an LEA Fiscal Representative and LEA Authorized Representative from their authorizing district or the Charter School Institute.

- [Charter School GAINS Access Form](#)

Questions?

Program Questions:

Anita Brodecky
School Health Services Office
brodecky_a@cde.state.co.us

Budget/Fiscal Questions:

Tricia Miller
Grants Fiscal Supervisor
Miller_T@cde.state.co.us

Application Process and GAINS Questions:

Mandy Christensen
Grants Program Administration
Christensen_A@cde.state.co.us
GAINS@cde.state.co.us