# Virginia Department of EducationSchool-Based Health Workforce GrantFrequently Asked Questions (FAQ)

****

**Virginia Department of Education**

**P. O. Box 2120**

**Richmond, Virginia 23218-2120**

Table of Contents

[Overview 3](#_Toc102397866)

[1. What is the Centers for Disease Control and Prevention (CDC) Public Health Workforce Grant? 3](#_Toc102397867)

[2. How much did the Commonwealth of Virginia receive for this grant? 3](#_Toc102397869)

[3. How much funding is included in the VDOE School-Based Health Workforce Grant? 3](#_Toc102397870)

[4. What is the grant period of performance? 3](#_Toc102397871)

[Funding Allocation and Application Process 4](#_Toc102397872)

[5. Who is eligible to receive funding from VDOE from this grant? 4](#_Toc102397873)

[6. How much money can school divisions request from VDOE? 4](#_Toc102397874)

[7. How can school divisions request funds? 4](#_Toc102397875)

[8. What will school divisions need to include in the Application Packet? 4](#_Toc102397876)

[9. When should Application Packets be submitted? 4](#_Toc102397880)

[10. Can school divisions request additional funds, apart from the initial $80,000? 5](#_Toc102397881)

[Communication and Timeline 5](#_Toc102397882)

[11. Where or who can we go to with questions about the application and the Work Plan? 5](#_Toc102397883)

[12. When will the Application Packet be available? 5](#_Toc102397884)

[13. When will funds be allocated to school divisions? 5](#_Toc102397885)

[14. When can divisions expect any additional allocations, if approved by VDOE? 5](#_Toc102397886)

[Allowable Expenses and Guidelines 5](#_Toc102397887)

[15. What are the allowable expenses under the School-Based Health Workforce Grant? 5](#_Toc102397888)

[16. What are the unallowable expenses under the School-Based Health Workforce Grant? 6](#_Toc102397889)

[17. Does the VDOE have additional guidance for activities that might be considered for funding? 6](#_Toc102397890)

[18. What guidelines are divisions expected to abide by? 7](#_Toc102397891)

[19. Can school divisions alter their funding requests, including Work Plan and/or Detailed Budget forms after officially submitting their Application Packet to VDOE? 7](#_Toc102397892)

[20. How closely linked to COVID-19 do division requests need to be? 7](#_Toc102397893)

[21. Are regular reports required? 7](#_Toc102397894)

[22. Who are considered school division points of contact (POC)? 7](#_Toc102397895)

[23. Who should sign the Application Packet? 8](#_Toc102397897)

[Award 8](#_Toc102397898)

[24. How will school divisions be notified if they received grant funding from VDOE? 8](#_Toc102397899)

[25. Do unused funds need to be returned? 8](#_Toc102397900)

[Miscellaneous 8](#_Toc102397901)

[26. In what format should the application be submitted? 8](#_Toc102397902)

[Resources 9](#_Toc102397903)

## Overview

### **What is the Centers for Disease Control and Prevention (CDC) Public Health Workforce Grant?**

The CDC Public Health Workforce Grant, formally known as the Cooperative Agreement for Emergency Response: Public Health Crisis Response, is a cooperative agreement-funding award issued by the U.S Department of Health and Human Services (HHS). On March 11, 2021, President Biden signed into law the *American Rescue Plan Act of 2021*. The *Act* provides additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; state, tribal, local, and territorial (STLT) governments; individuals; and businesses. To support the governmental response, HHS has awarded funding totaling $2,000,000,000 to eligible jurisdictions to establish, expand, and sustain a public health workforce as part of COVID-19 prevention, preparedness, response, and recovery efforts. The CDC has significant involvement with the programmatic elements associated with this cooperative agreement, e.g., issuing notice of funding, guidance.

### **How much did the Commonwealth of Virginia receive for this grant?**

The Virginia Department of Health (VDH) was awarded $50,920,959 under the CDC Public Health Workforce Grant. Of this amount, 25 percent has been designated for school-based initiatives to support school health staff, which will be implemented by the Virginia Department of Education (VDOE). The grant being implemented by VDOE will be referred to as the School-Based Health Workforce Grant. The implementation of school-based initiative activities will provide school divisions the opportunity to apply for grant funding to assist in addressing COVID-19-related public health workforce challenges.

### **How much funding is included in the VDOE School-Based Health Workforce Grant?**

The VDOE has received $12,730,240 to implement school-based initiatives to support school health staff.

### **What is the grant period of performance?**

The performance period of this grant for Local Educational Agencies (LEAs) is June 1, 2022 - June 1, 2023. Unspent funds need to be returned by July 1, 2023.

## Funding Allocation and Application Process

### **Who is eligible to receive funding from VDOE from this grant?**

All 132 school divisions in Virginia are eligible to receive funding through this grant.

### **How much money can school divisions request from VDOE?**

School divisions can initially request up to $80,000 in funding. Additional funding may be available to be requested in the near future. School divisions interested in applying for additional funding after the initial allocation should check the appropriate box indicating this option in the Application Cover Page.

### **How can school divisions request funds?**

To request funds, school divisions must complete the School-Based Health Workforce Grant Application Packet. The grant opportunity was announced via [Superintendent’s Memorandum #085-22](https://www.doe.virginia.gov/administrators/superintendents_memos/2022/085-22.pdf) to all school divisions on April 22, 2022. Application information including a Sample Work Plan are available on the [School Health Services webpage](https://www.doe.virginia.gov/support/health_medical/index.shtml). Divisions must submit the completed application in Microsoft Word format to SchoolHealthServicesWorkforce.grant@doe.virginia.gov by May 20, 2022.

### **What will school divisions need to include in the Application Packet?**

Each Application Packet consists of (1) an Application Cover Page (2) a Work Plan Form, and (3) a Detailed Budget. The application must be fully completed and signed by the division superintendent. The Work Plan Form will outline the activities and costs associated with each activity and must align with COVID-19 prevention, response, recovery, and preparedness, as well as VDOE priorities. The Detailed Budget Form categorizes these costs by personnel (including fringe costs), travel, equipment, supplies, contractual, or other. The Superintendent’s Memo and the School Health Services webpage include guidance for completing the application as well.

### **When should Application Packets be submitted?**

Divisions should submit their completed Application Packets, including (1) the Application Cover Page (2) the Work Plan Form, and (3) the Detailed Budget by May 20, 2022.

1. **Can school divisions request additional funds, apart from the initial $80,000?**

Yes. School divisions may have the opportunity to request additional funding after receiving their initial allocation. More information will be provided to interested divisions after the first grant allocation is finalized. School divisions interested in receiving additional funding should check the appropriate box indicating this option on the Application Cover Page.

## Communication and Timeline

### **Where or who can we go to with questions about the application and the Work Plan Form?**

An informational webinar was conducted on May 6, 2022. In addition, Superintendent’s Memo #085-22 was released on April 22, 2022, that includes an Application Packet with detailed guidance. Grant application materials, webinar registration information, resources, and other pertinent information may be accessed on the School Health Services webpage. In addition, questions can be sent to SchoolHealthServicesWorkforce.grant@doe.virginia.gov.

### **When will the Application Packet be available?**

The Application Packet along with all other pertinent information, was made available on April 22, 2022, and is located on the School Health Services webpage. Also, a Sample Application Packet showing an example of how divisions can fill out their individual Application Cover Page, Work Plan Form, and Detailed Budget is available on the webpage for interested applicants.

### **When will funds be allocated to school divisions?**

The initial allocation of requested funds is planned to be distributed in the months of May and June.

### **When can divisions expect any additional allocations, if approved by VDOE?**

All allocations should be finalized before September 1, 2022, including allocation of additional funding.

## Allowable Expenses and Guidelines

### **What are the allowable expenses under the School-Based Health Workforce Grant?**

The following activities are examples of allowable expenses under CDC guidelines:

* Costs, including wages and benefits, related to recruiting, hiring, and training of individuals;
* Purchase of equipment and supplies necessary to support the expanded workforce, including software that supports the expanded workforce (i.e., data management); and
* Administrative support services necessary to implement funded activities, including travel and training.

### **What are the unallowable expenses under the School-Based Health Workforce Grant?**

The following activities are examples of unallowable expenses under CDC guidelines:

* School needs not related to public health;
* School materials not related to public health; and
* Publicity and propaganda (lobbying).

### **Does the VDOE have additional guidance for activities that might be considered for funding?**

Yes, the VDOE has identified two major priorities with this grant:

* **Recruiting and Retention**: Grant funding can be applied to activities that support the recruiting and retention of school nurses. This can also include activities that support the working style of current Registered Nurses (RNs). The VDOE-approved activities include:
* Software/electronic medical records (EMR) enhancements and/or purchases as necessary;
* Enhancements can also include upgrades to equipment or hardware (e.g. audiometers);
* Recruiting and hiring;
* Wellness expenses for school nurses; and
* Professional development.
* **Educational Development:** Currently, not every school in Virginia has a Registered Nurse. To assist in increasing the number of RNs in schools and the number of skilled school health personnel, the School-Based Health Workforce Grant can be used to fund programs that support school nurses with further education. The VDOE

approved activities include:

* Training for Mental Health;
* Scholarships;
* National Certification expenses for bachelor prepared RN’s;
* Reimbursement for nursing academic classes; and
* Per-diems (following General Services Administration (GSA) guidelines) for lodging, meals, and incidentals related to the above activities.

### **What guidelines are divisions expected to abide by?**

Divisions are expected to follow [CDC guidelines](https://www.cdc.gov/cpr/readiness/00_docs/CDC_Crisis_Response_COVID_19_Funding_PH_Workforce_Guidance_May_2021.pdf). The guidelines can also be foundin the [‘Resources’](#_Resources) section of this document. Additionally, divisions should follow VDOE guidelines for each of the approved activities. This information can be found in the Workforce Grant Application Packet that was sent out to divisions on April 22, 2022, or on the School Health Services webpage.

### **Can school divisions alter their funding requests, including Work Plan and/or Detailed Budget forms after officially submitting their Application Packet to VDOE?**

Divisions should fill out their Application Packet, including Work Plan Form and Detailed Budget to be as accurate as possible and based on the information available. Questions can be submitted to SchoolHealthServicesWorkforce.grant@doe.virginia.gov; however, the VDOE will review case by case if a modification to a school division’s application is required.

### **How closely linked to COVID-19 do division requests need to be?**

The goal of this grant is to “establish, expand, train, and sustain the state, tribal, local, and territorial (STLT) initiatives.” The CDC has indicated that it will allow some leeway with the way it defines support. However, the agency stresses that it is best to incorporate language around COVID-19’s response as best as possible. In your justifications, you should be able to show how your request ties to COVID-19 and VDOE priorities, with regard to prevention, response, recovery, or preparedness initiatives.

### **Are regular reports required?**

Yes. As a condition for receiving funding, school divisions are required to submit a quarterly progress report to the VDOE with updates on implementing activities and funding expenditures. Report template and submission deadlines will be provided by email communication to school divisions’ point of contact (POC) receiving grant funding.

### **Who are considered school division points of contact (POC)?**

The individual submitting the grant application and/or their designee is considered the school division’s POC.

### **Who should sign the Application Packet?**

The division Superintendent or their designee are responsible for signing the Application Packet.

## Award

### **How will school divisions be notified if they received grant funding from VDOE?**

A Superintendent’s Memo and Notification of Award (NOA) will be sent to participating schools in June 2022 with award amount and instructions on use of funds, information about quarterly reports, and return of funds to the Virginia Department of Education. Send any questions to the SchoolHealthServicesWorkforce.grant@doe.virginia.gov mailbox.

### **Do unused funds need to be returned?**

Yes. Unused funds must be returned by **July 1, 2023**. More information regarding the process for returning unused funds will be provided in the future.

## Miscellaneous

### **In what format should the application be submitted?**

To guarantee the functionality and that data is accurately captured in your request, we are requesting all school divisions to submit their applications in Microsoft Word via email at SchoolHealthServicesWorkforce.grant@doe.virginia.gov.

## [Resources](#_Resources)

1. [CDC Public Health Workforce Grant Guidance](https://www.cdc.gov/cpr/readiness/00_docs/CDC_Crisis_Response_COVID_19_Funding_PH_Workforce_Guidance_May_2021.pdf)
2. [School-Based Health Workforce Grant Application Packet](https://www.doe.virginia.gov/support/health_medical/index.shtml)
3. [School-Based Health Workforce Grant Application Packet Sample](https://www.doe.virginia.gov/support/health_medical/index.shtml)
4. [Per Diem Rates for Virginia FY2022](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=VA&fiscal_year=2022&zip=&city=)
5. [Privately Owned­­ Vehicle Mileage Reimbursement Rates](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates)