# Virginia Department of Education

# *School-Based Health Workforce Grant*

# Application Packet

**Application Submission Date:**

**May 20, 2022**

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**Virginia Department of Education**

**P. O. Box 2120**

**Richmond, Virginia 23218-2120**

Table of Contents

[Purpose of Grant 3](#_Toc100757009)

[Objectives 3](#_Toc100757010)

[Funding Parameters 3](#_Toc100757011)

[Deliverables 4](#_Toc100757012)

[Allowable Activities 4](#_Toc100757013)

[Recruiting and Retention Activities 4](#_Toc100757014)

[Educational Development Activities 7](#_Toc100757015)

[Submission Instructions 10](#_Toc100757016)

[Relevant Links and Resources 11](#_Toc100757017)

[Application Support and Contact Information 11](#_Toc100757018)

[Assurances 11](#_Toc100757019)

[Appendix A: School-Based Health Workforce Grant Application 14](#_Toc100757020)

[I. Application Cover Page 14](#_Toc100757021)

[II. Work Plan Form 15](#_Toc100757022)

[III. Detailed Budget 16](#_Toc100757023)

## Purpose of Grant

On March 11, 2021, the President signed into law the *American Rescue Plan Act of 2021*. The Act provides additional relief to address the continued impact of the Coronavirus Disease 2019 (COVID-19) pandemic on the economy; public health; state, tribal, local, and territorial (STLT) governments; individuals; and businesses. To support the governmental public health response to COVID-19, the Centers for Disease Control and Prevention (CDC) is activating Cooperative Agreement for Emergency Response: Public Health Crisis Response. The CDC is awarding funding, totaling $2,000,000,000, to eligible jurisdictions on the approved but unfunded (ABU) list to **establish**, **expand**, and **sustain** **a** **public health workforce**.

As part of this grant, the Commonwealth of Virginia has received $50,920,959. Of this amount, 25 percent ($12,730,240) has been designated for school-based initiatives to support school health staff. The implementation of school-based initiative activities will be managed by the Virginia Department of Education (VDOE), which will provide school divisions the opportunity to apply for grant funding to assist in addressing COVID-19-related public health workforce challenges.

The School-Based Health Workforce Grant is an exciting opportunity to address the needs and challenges of the school health workforce. As a sub-recipient of the Virginia Department of Health (VDH), VDOE seeks to promote school-based initiatives that support its school health workforce with regard to **COVID-19 prevention**, **preparedness**, **response**, and **recovery efforts**. This application guidance will cover the VDOE’s main objectives in implementing this grant, potential funding areas, allowable and unallowable expenses, and includes an application and work plan for submission.

## Objectives

When thinking through how to best assist Virginia’s school health personnel and their needs, VDOE leadership staff identified **two priority areas** for school divisions to focus on and implement according to their demand, which will help them on recovering from COVID-19 and moving the Commonwealth’s schools forward. These areas include:

* Priority Area 1 - the **recruitment and retention** of school health personnel; and
* Priority Area 2 - the **educational development** of school health personnel.

By supporting these two priorities, VDOE hopes to support and enhance Virginia’s overall public health workforce.

## Funding Parameters

To receive funding, divisions will be required to submit a proposed Work Plan and corresponding budget, outlining how they plan to use this award. Each division will initially be able to receive up to $80,000 in funds for activities/initiatives that must be implemented before the end of the grant period of performance on June 30, 2023.

Initial allocations are projected to be released by June 2022. Additional funds may be available for school divisions.

According to CDC Workforce Grant guidelines, some of the **allowable** and **unallowable expenses** include, but are not limited to the following:

**Allowable Expenses/Costs by CDC Guidelines**

* Costs, including wages and benefits, related to recruiting, hiring, and training individuals
* Purchase of equipment and supplies necessary to support the expanded workforce
* Administrative support services necessary to implement funded activities, including travel and training

**Unallowable Expenses/Costs by CDC Guidelines**

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

**All unspent funds awarded to school divisions must be returned to the Virginia Department of Education by June 1, 2023.**

## Deliverables

As a condition for receiving funding, school divisions are required to submit a quarterly progress report to VDOE with updates on implementing activities and funding expenditures.

## Allowable Activities

Under this opportunity school divisions must propose activities or initiatives that are aligned to one or both of the identified priority areas: recruitment and retention of school health personnel and educational development activities. Through these investments, school divisions will improve the quality of school-based health services to positively impact student health.

### Recruiting and Retention Activities

Grant funding can be applied to activities that support **recruiting and retaining school health personnel** and must be aligned with allowable costs provided in this guidance. Examples of funding activities are described below:

#### Software/EMR Enhancements

To reduce administrative burdens on school health personnel, this activity is designed to improve and/or enhance existing electronic medical records. School divisions are able to upgrade current software or purchase new software if they plan to use electronic medical records for documenting health care provided to students. Divisions should explain their current state and how the new software or software enhancement will be an improvement to their current state.

**Allowable Expenses:**

* Upgrades/enhancements to existing division’s software to enable better management of data;
* Upgrades/enhancements to existing electronic or paper medical records;
* Purchase of new software not currently in existence, based on which package will best fit division needs (e.g., Synergy, PowerSchool); and
* Purchase of hardware (e.g., computer) to support software updates.

**Unallowable Expenses:**

* Purchase or enhancement of a software without an explanation of how it will improve or enhance the school-health documentation process.
* Any purchase or service that will occur after June 30, 2023.

**Activity Guidelines:**

When divisions purchase software packages to enhance their current systems, they should make purchases that are consistent with the software they currently utilize. If the school division does not currently have software to handle medical records, they should make a purchase that best fits their need and explain this in their Work Plan.

#### Recruiting and Hiring

Funds may be used for the recruiting and hiring of Registered Nurses (RN) or school health personnel in schools. When hiring new school health personnel under this grant opportunity, school divisions should consider options for sustaining these new positions beyond the performance period of the grant (June 30, 2023), when grant money is no longer available for employee’s salaries.

**Allowable Expenses:**

* Recruiting and hiring of school health personnel. Bonus not to exceed $2,500 per person; and
* Retention incentives for current personnel not to exceed $2,500 per person.

**Unallowable Expenses:**

* Any expense that will occur after June 30, 2023

**Activity Guidelines:**

School divisions that plan to hire new school health personnel must provide an explanation of how they plan to sustain funding for the new employee beyond the grant period of performance.

#### Wellness Activities

Grant funds may be used to support activities that promote the wellbeing and self-care of school health personnel. This activity aims to support the mental health and wellbeing of school health personnel to reduce burnout and increase morale and staff retention.

**Allowable Expenses:**

* Fee-reimbursement for wellness-related courses, webinars, and/or conferences;
* Per diems to attend **division-approved** self-care webinars and/or conferences;

Attendance to **division-approved** self-care webinar, courses, and/or conferences may include but are not limited to:

* **Virginia Nurses Association Fall and Spring Conferences;**
* **Virginia Association of School Nurses Fall Conference;**
* **National Association of School Nurse (NASN) conferences;**
* ***“The Stressed-Out Nurses Survival Guide”;* and**
* **Webinars provided by School Health.**
* Per Diem allowances that are consistent with U.S. General Services Administration (GSA) guidelines and cover lodging, meals, and incidentals.

**Unallowable Expenses:**

* Any service or event that is not described above or will extend past or occur after June 30, 2023.

**Activity Guidelines:**

Any wellness events, membership, or subscriptions should follow the “allowable” and “unallowable” expenses and must be made before June 30, 2023. To determine who will make the initial payment for the activities, school divisions should rely on their existing processes for disbursing funds.

#### Professional Development

Grant funds may be used for school nurses or other school health personnel to participate in school health-related courses, conferences, and/or other professional learning opportunities.

**Allowable Expenses:**

* Fee-reimbursement to school nursing-related courses, conferences, and/or webinars. Conference or webinars must occur before June 30, 2023. Possible conferences can include but are not limited to:
	+ **Virginia Nurses Association Fall and Spring Conferences;**
	+ **Virginia Association of School Nurses Fall Conference;**
	+ **National Association of School Nurse Conferences; and**
	+ **Tele-ECHO Sessions (enhanced webinar sessions centered around a case study).**
* Any course taken at university or community college that is related to nursing or related area that will enhance the nurse’s professional career; and
* Per Diem allowances that are consistent with GSA guidelines and cover lodging, meals, and incidentals.

**Unallowable Expenses:**

* Courses occurring or completed after June 30, 2023.

**Activity guidelines:**

School divisions will determine the courses, conferences, and/or webinars school-health personnel can take and ensure they are aligned with VDOE priorities. To determine who will make the initial payment for the activities, school divisions should rely on their existing processes for disbursing funds.

### Educational Development Activities

Grant funding can be applied to support activities that further the educational development of school health personnel, with the goal of increasing the number of highly skilled school health personnel. The activities described below **must** align with allowable costs provided in this guidance.

#### Mental Health Education

Mental health concerns have been greatly exacerbated by the COVID-19 pandemic and school nurses play a vital role in handling the mental health of students during their return to the classroom. School divisions can use grant funding to allow nurses to broaden their expertise in the mental health of the students and parents they serve.

**Allowable Expenses:**

* Mental Health educational opportunities (School divisions must approve the educational opportunities available for school health personnel to attend and will list these approved courses/training in their Work Plan/Quarterly Report); and
* Per Diem allowances that are consistent with GSA guidelines and cover lodging, meals, and incidentals.

**Unallowable Expenses:**

* Reimbursement for courses not approved by the school division; and
* Courses paid or completed after June 30, 2023.

**Activity Guidelines:**

Proof of attendance is required for the training to be reimbursed. Approval of mental health training will be determined by the school divisions at their discretion. To determine who will make the initial payment for the activities, school divisions should rely on their existing processes for disbursing funds.

#### Fund Scholarships

Funds may be used to provide scholarships to a selected number of Licensed Practical Nurses (LPNs) and/or Registered Nurses (RNs) employed by the school division with the intention of supporting them with higher education. School divisions are responsible for identifying candidates who are interested in a scholarship and setting selection criteria. Depending on how much a division chooses to allocate towards this area and the number of interested candidates, an application process may be necessary at the division level.

**Allowable Expenses:**

* Partial or full scholarships granted to Registered Nurses (RN), Licensed Practical Nurses (LPN), and unlicensed staff to accredited colleges, universities, or technical centers, which must be completed and spent before June 30, 2023.

**Unallowable Expenses:**

* Partial or full scholarship to an unaccredited degree or institution; and
* Partial or full scholarship that covers a period beyond the grant period of performance ending June 30, 2023.

**Activity Guidelines:**

Scholarships can only be applied to accredited schools and programs and must be completed and spent before June 30, 2023. School divisions can rely upon their own internal process for determining the staff who will receive scholarships.

#### National Certification for Registered Nurses

Funds may be used to reimburse baccalaureate-prepared Registered Nurses for costs associated with becoming a Nationally Certified School Nurse (NCSN) during the grant performance period (July 1, 2022 - June 30, 2023). School divisions may go to the [National Board for the Certification of School Nurses](https://www.nbcsn.org/) website for more information regarding courses and test fees.

**Allowable Expenses:**

* Reimbursement for National Certification for School Nurse (NCSN) Exam currently holding a bachelor’s degree and completed between July 1, 2021 - June 30, 2023;
* Reimbursement for exam review materials; and
* Reimbursement for test fees, whether the Registered Nurse has passed or failed the exam.

**Unallowable Expenses:**

* Reimbursement for national certification for a nurse not currently holding a bachelor’s degree;
* Reimbursement for those Registered Nurses who do not have a baccalaureate or four-year degree; and
* Certifications paid or completed after June 30, 2023.

**Activity Guidelines:**

Only registered nurses with a bachelor’s degree are eligible for reimbursement for national certification. Also, the registered nurse must have become nationally certified during the grant performance period (July 1, 2021 – June 30, 2023). To determine who will make the initial payment for the activities, school divisions should rely on their existing processes for disbursing funds.

#### Reimbursement for Courses

School Divisions can allocate funding to reimburse school health personnel for a class or course at a community college, university, or other entity such as the American Red Cross, the American Heart Association, or other specialty area specific to school health to further their education. Classes must be approved by the school division and documentation of attendance and/or passing grade must be provided.

**Allowable Expenses:**

* Reimbursement for eligible classes is conditional on school health personnel providing documentation of the certificate of attendance as well as proof of a passing grade.

**Unallowable Expenses:**

* Reimbursement is not allowed for any classes completed after June 30, 2023.

**Activity Guidelines:**

To determine who will make the initial payment for the activities, school divisions should rely on their existing processes for disbursing funds.

## Submission Instructions

Divisions should complete the application, work plan, and budget form provided in Appendix A and submit it electronically to the mailbox SchoolHealthServicesWorkforce.grant@doe.virginia.gov no later than 11:59 p.m. on May 20, 2022.

To be considered, each application packet emailed to VDOE must contain:

1. **Application Cover Page** with division contact information and thesignature of Superintendent or designee. Divisions interested in additional funding should check the appropriate box. If additional funding is available, interested divisions will be contacted with instructions on how to submit additional funding requests.
2. **Work Plan** **Form** that provides detailed information on each proposed activity, including:
* Priority Area: Identify the priority area in which the activities your school division will be implementing:
	+ Priority Area 1 - Recruitment and retention
	+ Priority Area 2 - Educational development
* Proposed Activity: Provide the name of the activity your school division will be implementing and a full description of the activity. Include an explanation of how the activity supports the division workforce needs and any action steps to be taken by the school division to implement the proposed activity.
* Measurable Outcome: Provide a summary explaining how your school division plans to achieve results and the evidence that the division will use to determine that the activity has been completed.
* Estimated Activity Cost: Provide the cost for each proposed activity on your Work Plan application. Detailed budget costs are to be outlined in the Detailed Budget section of the application.

1. **Detailed Budget Form**
* **Personnel:** Salary and other personnel costs (e.g., stipend; one-time bonus). Description should include a number of positions, percent effort allocated to the grant, and base salary (indicate whether it is wage or salaried). For example, 1 full-time registered nurse (RN) at 100 percent effort, base salary of $45,000, and 1 part-time licensed practical nurse (LPN) at 50 percent effort, wage rate of $25/hour.
* **Fringe benefits:** Costs associated with fringe benefits for personnel identified above. Fringe rate is based on the local educational agency’s (LEA) policy.
* **Travel:** Costs associated with travel expenses. Description should include the proposed destination, estimated number of people traveling, and a description of how the travel supports the activity (ies) identified in the Work Plan. Travel costs are subject to all state and federal travel rate restrictions.
* **Equipment:** Equipment is defined as an item of property that has an acquisition cost of $5,000 or more and an expected service life of more than one year. LEAs should contact the VDOE at SchoolHealthServicesWorkforce.grant@doe.virginia.gov to request pre-authorization to include equipment costs in their proposal.
* **Supplies:** Costs associated with materials or supplies necessary to implement the activity (ies) identified in the proposal. The description should include quantities and cost per item (e.g., 20 School Nursing 101 books at $25 each).
* **Contractual**: Costs for are those services carried out by an individual or organization, other than the school division, in the form of a procurement relationship. Each contractual service should include its own line-item description, including the name of the contracting company and cost.
* **Other:** Allowable costs not captured by the other categories, including costs for training or professional development courses. Costs associated with the purchase of software packages (enhancement or new) and hardware and/or device to support software update may be captured under this category. If you have any questions regarding whether a cost is allowable, contact the VDOE at SchoolHealthServicesWorkforce.grant@doe.virginia.gov.

A sample Work Plan Form and Detailed Budget can be found on the [School Health Services webpage](https://www.doe.virginia.gov/support/health_medical/index.shtml).

**All applications must be fully completed in order to be considered for funding.**

## Relevant Links and Resources

**GSA Guidelines:**

* + [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=)
	+ [Privately Owned Vehicle Mileage Reimbursement Rates](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates)

**CDC Public Health Workforce Grant Information:**

* + [Grant Supplemental Funding Guidance](https://www.cdc.gov/cpr/readiness/00_docs/CDC_Crisis_Response_COVID_19_Funding_PH_Workforce_Guidance_May_2021.pdf)

**National Certification for School Nurses:**

* + [National Board for Certification of School Nurses website](https://www.nbcsn.org/)

## Application Support and Contact Information

For additional information and/or questions regarding the Grant, please email the Workforce Grant team at SchoolHealthServicesWorkforce.grant@doe.virginia.gov.

This grant guidance and application can also be found on the [School Health Services webpage](https://www.doe.virginia.gov/support/health_medical/index.shtml).

## Assurances

Assurances represent policies, procedures, and activities that must be developed by the school division to carry out the provisions of the law.

The superintendent’s/designee’s signature on the application cover page in Appendix A certifies that the local educational agency understand and will comply with the assurances. The signed original of the application cover page must be retained at the division level.

The assurances should be kept on file in the division.

***American Rescue Plan (ARP) Act***

**CDC Public Health Workforce Grant**

The school division/grantee assures:

1. A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the *Coronavirus Preparedness and Response Supplemental Appropriations Act*, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and *Economic Security Act, 2020* (the *“CARES Act”*) (P.L. 116-136); the *Paycheck Protection Program and Health Care Enhancement Act* (P.L. 116-139); the *Consolidated Appropriations Act* and the *Coronavirus Response and Relief Supplement Appropriations Act, 2021* (P.L. 116-260) and/or the American Rescue Plan of 2021 (P.L. 117-2) agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual’s home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.
2. In addition, to the extent applicable, the recipient will comply with Section 18115 of the *CARES Act,* with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS–CoV–2 or to diagnose a possible case of COVID–19. Such reporting must be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: [COVID-19 Pandemic Response, Laboratory Data Reporting: CARES Act Section 18115](http://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf).
3. Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient must provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. The CDC will specify in further guidance and directives what is encompassed by this requirement.
4. This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, the recipient must apply these terms to any sub-award, to the extent applicable to activities set out in such sub-award.
5. To achieve the public health objectives of ensuring the health, safety, and welfare of all Americans, the recipient must distribute and administer vaccine without discriminating on non-public-health grounds within a prioritized group.
6. Submission of this application assumes concurrence among the state health official and the jurisdiction’s preparedness, epidemiology, and laboratory programs.
7. This award may be terminated in whole or in part consistent with 45 CFR 75.372. The CDC may impose other enforcement actions in accordance with 45 CFR 75.371- Remedies for Noncompliance, as appropriate.

## Appendix A: School-Based Health Workforce Grant Application

### Application Cover Page

School Division:

School Division Number:

Point of Contact (Name and Title):

Email:

Phone:

**Check the box that reflects your funding request option:**

Request base funding from VDOE (up to $80,000) [ ]

Interested in submitting an additional funding request if funds are available [ ]

**Local Educational Agency (LEA) Certification**

**Use of Funds:** The applicant designated above applies for the CDC Public Health Workforce Grant under the federal *American Rescue Plan Act* (ARPA) funds. Specific uses of funds for this award are found in the "Assurances” section.

**Assurances:** The LEA assures that programs and activities funded with CDC Public Health Workforce Grant state set-aside funds will be administered and implemented in compliance with all applicable statutes, regulations, policies, and program plans. Additionally, the LEA agrees by signing below to implement the assurances located in this application. The assurances and signed cover page are to be retained by the LEA.

**Certification:** I hereby certify that, to the best of my knowledge, the information contained in this application is correct, and agree to abide by the assurances as indicated in the instruction packet.

**Superintendent/Designee Name:**

**Superintendent/Designee Signature:**

**Date:**

### Work Plan Form

Each proposed activity should be described in a separate row. School divisions may add additional rows to the Work Plan Form if necessary. An example of a completed Work Plan and corresponding budget can be found in the feature window of the [School Health Services webpage](https://www.doe.virginia.gov/support/health_medical/office/index.shtml).

| **Priority Area** | **Proposed Activity**Summary should include Activity name, and full description of how the school division plans to implement the activity, and how it supports division workforce needs.  | **Measurable Outcome**Provide a summary explaining how your school division plans to achieve results and the evidence that the division will use to determine that the activity has been completed. | **Estimated Activity Cost** |
| --- | --- | --- | --- |
| \_\_ Recruitment and Retention\_\_ Educational Development |  |  |  |
| \_\_ Recruitment and Retention\_\_ Educational Development |  |  |  |
| \_\_ Recruitment and Retention\_\_ Educational Development |  |  |  |

### Detailed Budget

Funding requests may not exceed $80,000. Line item descriptions should include quantities and cost per item when appropriate.

| **Category** | **Budget** | **Description and Justification** |
| --- | --- | --- |
| Personnel | $  |  |
| Fringe | $  |  |
| Travel | $  |  |
| Equipment[[1]](#footnote-1) | $  |  |
| Supplies | $  |  |
| Contractual | $  |  |
| Other | $  |  |
| **Total** | **$**  |  |

**All unspent funds awarded to school divisions must be returned to the Virginia Department of Education by June 1, 2023.**

1. Equipment is defined as an item of property that has an acquisition cost of $5,000 or more and an expected service life of more than one year. LEAs should contact the VDOE at SchoolHealthServicesWorkforce.grant@doe.virginia.gov to request pre-authorization to include equipment costs in their proposal. [↑](#footnote-ref-1)