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

### Application Cover Page

School Division: Sunshine Public School

School Division Number: 999123

Point of Contact (Name and Title): Jane Doe

Email: jane.doe@school.edu

Phone: 123-456-7890

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

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

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

**Local Educational Agency (LEA) Certification**

**Use of Funds:** The applicant designated above applies for the CDC Public Health Workforce Grant under the federal 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: John Smith**

**Superintendent/Designee Signature: John Smith**

**Date: 5/23/2022**

### 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 the division workforce needs.  | **Measurable Outcome**Provide a summary of explaining how your school division plans to achieve results and the evidence that the division will use to determine that the results has been met. | **Estimated Activity Cost** |
| --- | --- | --- | --- |
| X [x]  Recruitment and Retention\_ Educational Development | **Software electronic medical records (EMR) Enhancement:** This activity will improve the electronic record management function of Arlington County School Division by updating the system in 32 schools. Using a team of information technologists (ITs), the schools within the divisions will work in close collaboration to effectively identify the best software enhancements that will increase personnel efficiency and decrease time of execution. This activity will increase a schools’ capacity to respond faster to student’s medical record report requests. Ultimately, an improved EMR system at schools will reduce staff turnover and strengthen recruitment and retention of highly skilled personnel. Improving the ability to successfully operate at the highest level. | School divisions will pursue EMR enhancements in 32 schools with the purchase of 28 (software) EMR update packages and 13 (hardware) computers support the system update. With EMR system enhancement, schools will be able to increase efficiency and reduce time of execution and increase schools’ capacity to respond faster to student’s medical record report requests.N/A | $ 53,000 |
| \_ Recruitment and Retention [x]  Educational Development | **National Certification for School Registered Nurses (RNs):** This activity will increase the number of skilled-certified registered nurses in schools by allowing pre-qualified RNs to commit to excellence. Having a nationally certified nurse in the school reduces exposure risks and increases a school division’s standards, which is important to provide the best care possible to students and their families. | School divisions will pay 21 registered nurses to obtain a national certification.With increasing the number of certified school registered nurses in our schools, it will increase the excellence of standards in school divisions, which will subsequently increase a division’s visibility and funding opportunities. | $25,000  |

### 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 | $ 0 | N/A |
| Fringe | $ 0 | N/A |
| Travel | $ 0 | N/A |
| Equipment[[1]](#footnote-1) | $ 0 | N/A  |
| Supplies | $ 2,000 | 20 Books for national certificates at $100 each |
| Contractual | $ 0 | N/A |
| Other | $ 76,000  | $53,000 for 28 (software) EMR update package and 13 (hardware) computers to support the system update; $23,000 for 20 registered nurses’ national certificate (course and test fees) |
| **Total** | **$ 78,000**  | Total to be requested to implement activities |

**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)