



COLORADO
Department of Education

SB 21-255

Menstrual Hygiene Products Accessibility Grant Program
Program Year 3 Information Webinar 10/10/2023

Application Deadline: October 20, 2023, 11:59 PM

General Information



[SB 21-255](#) “Free Menstrual Hygiene Products to Students” was signed into law on July 6, 2021. The law created the Menstrual Hygiene Products Accessibility Grant Program to provide menstrual hygiene products at no expense to students and make products accessible to a student regardless of the student’s gender identity.

Eligible applicants may apply to receive funds to

- acquire and distribute menstrual hygiene products (tampons, menstrual pads, and pantliners) at no expense to students,
- or install and maintain a dispensing machine or disposal receptacle for menstrual hygiene products.

Approximately \$100,000 is available to award for the 2023-2024 school year.

Eligibility



Eligible applicants for this program are...

- A Local Education Provider (LEP) that has **50%** or more students enrolled who are eligible for free or reduced-cost lunch.
- The Colorado School for the Deaf and the Blind
- An approved facility school, as defined in section 22-2-402(1) C.R.S.

Please review Appendix B in the RFA for a full list of eligible applicants and school code numbers.

This information is also available at:

<https://www.cde.state.co.us/healthandwellness/mphaeligibleapplicants2023>

TIMELINE

<p>Friday October 20, 2023 11:59 pm</p>	<p>Application Deadline</p>
<p>No later than Friday November 17, 2023</p>	<p>Notification of Final Award Status</p>
<p>No later than Friday December 15, 2023</p>	<p>Completed Budget to Grants Fiscal</p>
<p>Friday June 30, 2024</p>	<p>Funds Must be Expended by Grant Recipients</p>
<p>Monday September 30, 2024</p>	<p>Annual Financial Report (APR) due Short program report due</p>



Eligible Local Education Provider (LEP)

LEP Means...

- A School District
- A Charter School authorized by a School District
- A Charter School authorized by the Charter School Institute (CSI)
- A Board of Cooperative Services (BOCES)

NOTE

- Applications must be authorized and submitted through the LEP
- A charter school's authorizer will be the fiscal agent, if funded

Available Funds

- Approximately \$100,000 is available for the 2023-2024 SY.
- Grants will be awarded for a one-year term beginning in the 2023-2024 fiscal year.
- Funded applicants for the 2023-2024 school year are not guaranteed any additional funding beyond 2023-2024.
- Funds must be expended by June 30, 2024.

Grant Funding Distribution

- Available grant funding will be distributed to eligible Education Providers, based on the number of applications received, in an amount that is proportionate to the numbers of students and restrooms indicated in the submitted application.
- Awards will likely range from \$1,000 to \$5,000, based on the amount of funding requested and the number of applications received.
- In the event that funding requests exceed the amount of funding available, first-time program participants will be prioritized.

Evaluation and Reporting

Each Education Provider that receives a grant through the Menstrual Hygiene Products Accessibility Grant Program is required to report, at a minimum, the following information to the Colorado Department of Education on or before [September 30, 2024](#):

- The amount of money spent on the acquisition and distribution of menstrual hygiene products; and
- The amount of money spent on the installation and maintenance of a dispensing machine or disposal receptacle for menstrual hygiene products.

Approved LEPs receiving funds will be required to submit the End-of-Year Report via a smartsheet form.

Information Needed for Application

Part I: Applicant Information

Note: There are specific eligibility requirements for this grant. Please reference the eligibility decision tree and list of eligible applicants on pages 8-10 in the [MHPA Request for Applications document](#).

Local Education Provider (LEP) Organization Name *

For Charter School applicants, please enter your authorizing district or CSI followed by your school's name. Example: "ABC District - ABC Charter School"

LEP Code

LEP Codes can be accessed on [CDE's Frequently Requested Codes webpage](#). For Charter School applicants, please enter your authorizing district's or CSI's code followed by the school code - "0000-1111"

Mailing Address *

For Charter School applicants, please enter your authorizing district's or CSI's mailing address.

Applicant Type *

Select option below that best describes your organization or authorizer.

- School District BOCES
- Charter School Authorized by School District
- Charter School Authorized by CSI Facility School
- Colorado School for the Deaf and the Blind

Region *

Indicate region of Colorado this program will most directly impact. [View region map](#).

- Metro North Central Northeast Northwest
- Pikes Peak Southeast Southwest West Central

Application Contact Information

Authorized Representative *

District Superintendent, Charter School Institute Director, BOCES Executive Director, Facility School Executive Director

Title *

Telephone *

E-mail Address *

Program Contact *

Title *

Telephone *

E-mail Address *

Fiscal Manager *

Telephone *



Complete Application Request

Part II: Application Request

1) Indicate the number of schools anticipated to be served with these funds: *

2) Indicate the total number of students enrolled in the schools anticipated to be served with these funds: *

3) Indicate the number of restrooms, including gender-neutral restrooms, in the schools to be served with these funds: *

4) Indicate the number of gender-neutral restrooms where hygiene products will be distributed, dispensed, and/or disposed: *

5) Indicate which activities are you requesting funds for (select all that apply): *

- Acquiring and distributing menstrual hygiene products at no expense to students.
- Installation and maintenance of a dispensing machine(s).
- Installation and maintenance of a disposal receptacle(s) for menstrual hygiene products.

6) Indicate the amount of funding you are requesting. *

Please select from the following three options:

- \$1,000 \$2,500 \$5,000

You do not need to submit a budget with the application. You will submit a budget after funding amounts have been determined by CDE.

How to Apply - DUE October 20, 2023

Step 1

- Click on this [LINK](#) to access information and forms

Step 2

- Review the Request for Application (RFA)
 - Includes a list of eligible Local Education Providers

Step 3

- Gather information required on the application
- Determine your request
- Complete Part III - Program Assurances Form

Step 4 - DUE October 20, 2023

- Submit the application using the [Smartsheet application form](#)
- Will need to attach Program Assurances Form to the application

Step 5 - No later than Friday, November 17, 2023

- Applicants will be notified of their final award status

Step 6 - Once funding is determined, you will be asked to complete a budget

Frequently Asked Questions

What if some schools in the district do not meet eligibility requirements but others do? Would we only include the bathrooms that have 50% or more students who are eligible for free and reduced lunch?

If your school is in a district, first, **the district must meet the eligibility requirements**. Applicants would need to include all restrooms on the “***property of participating schools***”.

Eligible districts are listed in the application, and on our website.

<https://www.cde.state.co.us/healthandwellness/menstrualhygieneproducts>

Are private schools eligible?



A list of eligible schools is included in the RFA, Appendix B. There are no private schools eligible on this list.

Do charter schools need permission from the school district?

Charters authorized by a district will need to get the necessary district signatures (i.e., authorized rep), so they will need to coordinate with their district office.

Facility schools are not listed on Appendix B as eligible local education providers. Are facility schools eligible?

Yes, facility schools are eligible, as defined in section 22-2-402(1) C.R.S.

The list of approved facility schools and school codes can be found on this page:
http://www.cde.state.co.us/datapipeline/org_orgcodes

Click on the link labelled: “Allowable Approved Facility Schools and Other Agency Codes”

If we are applying for more than one school, do we itemize restrooms for each school, or do we total the numbers?

If you are applying as a district, you would indicate the total number of restrooms on the property, for all participating schools).

3) Indicate the number of restrooms, including gender-neutral restrooms, in the schools to be served with these funds: *

If you are applying as a charter school, calculate the number of restrooms on the charter school property.

Do we include staff restrooms in the total number of restrooms of all participating schools.

Yes. Calculate the **total number of restrooms on the property**, for all participating schools.

3) Indicate the number of restrooms, including gender-neutral restrooms, in the schools to be served with these funds: *

If you are applying as a charter school, calculate the number of restrooms on the charter school property.

Does the grant cover dispensing machines and disposal receptacles?

Yes. If you would like to use funding to purchase these items, you will need to indicate this in Part II - 4 of the application request.

5) Indicate which activities are you requesting funds for (select all that apply): *

- Acquiring and distributing menstrual hygiene products at no expense to students.
- Installation and maintenance of a dispensing machine(s).
- Installation and maintenance of a disposal receptacle(s) for menstrual hygiene products.

Are schools required to install dispensing machines, or can they distribute supplies through the school health office?

Schools are not required to install dispensing machines.

Are the menstrual products limited to tampons and pads? Can we purchase menstrual cups?

[Senate Bill 21-255](#) defines menstrual hygiene products as tampons, menstrual pads, and pantliners. Menstrual cups are not included in the allowable products.

Districts do not have to purchase and/or provide tampons.

Are there certain vendors we're supposed to use?

There are no vendor requirements, and CDE cannot recommend vendors.

Can you anticipate funding range?

- On Question 6 of the application indicate the amount of funding you are requesting.

6) Indicate the amount of funding you are requesting. *

Please select from the following three options:

\$1,000 \$2,500 \$5,000

- Awards will likely range from \$1,000 to \$5,000, based on the amount of funding requested and the number of applications received.

If we are accepted for the grant, when would we be able to make these purchases?

- Successful applicants will be notified by November 17th.
- Once funding is determined, you will need to submit a budget.
- Once your budget is approved, you can make purchases.

Is this a reimbursable grant?

No: This is a state grant and funds will be deposited into your district's or school's account after you receive your signed GAL, hopefully by the end of December 2023.

Can I send you the Word version of the form?

No. The Word version of the application is for you to use as a worksheet.

The application must be submitted on this smartsheet:

<https://app.smartsheet.com/b/form/e2cb6542877d4c07ad2f8fabdd9e9f4c>



Menstrual Hygiene Products Accessibility Application 2023-2024

Please note, this form will not save works in progress. You may find it useful to compose your answers in a separate document and copy them into the fields below.

Applications must be received by Friday, October 20, 2023, by 11:59 pm

Program Questions:
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Budget/Fiscal Questions:
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Application Process Questions:
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(303) 957-6217 | Christensen_A@cde.state.co.us



Questions?

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