



**COLORADO**  
Department of Education

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**SB 21-255**

***Menstrual Hygiene Products Accessibility Grant Program***

Application Deadline: November 19, 2021 11:59 pm

***Updated 10-29-2021***

# 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 2021-2022 school year.

# TIMELINE

<b>Friday November 19, 2021 11:59 pm</b>	<b>Application Deadline</b>
<b>No later than Friday December 10, 2021</b>	<b>Applicant Notification of Final Award Status</b>
<b>Thursday June 30, 2022</b>	<b>Funds Must be Expended by Grant Recipients</b>
<b>Friday September 30, 2022</b>	<b>Education Provider Report Due</b>

# 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 Blind
- An approved facility school, as defined in section 22-2-402(1) C.R.S.

**Please see Attachment A for a full list of eligible applicants and school code numbers.**

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

# 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 2021-2022 school year.

- Grants will be awarded for a one-year term beginning in the 2021-2022 fiscal year.
- Additional grant funding for subsequent years will be contingent upon annual appropriations by the State Legislature and upon grantees meeting all grant, fiscal and reporting requirements.
- Funded applicants for the 2021-2022 school year are not guaranteed any additional funding beyond the 2021-2022 year at this time.
- Funds must be expended by **June 30, 2022**.

# 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.

# 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, 2022](#):

- 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.
- Number of schools served with this funding.

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



# Information Needed for Application

## Menstrual Hygiene Products Accessibility Grant Program

Applications Due: Friday, November 19, 2021 by 11:59 pm

**\*\*Please provide the following within the [Smartsheet application form](#)\*\***

Smartsheet does not save works in progress, so applicants may find it useful to complete the application in the tables below and paste the responses into the online application.

### Part I: Applicant Information

Lead Local Education Provider (LEP)/BOCES Information				
LEP/BOCES Name:			LEP/BOCES Code:	
Mailing Address:				
Type of Education Provider				
[check box below that best describes your organization or authorizer]				
<input type="checkbox"/> School District	<input type="checkbox"/> BOCES	<input type="checkbox"/> Charter School Institute	<input type="checkbox"/> Facility School	<input type="checkbox"/> CSDB
Region				
[indicate region of Colorado this program will directly impact]				
<input type="checkbox"/> Metro	<input type="checkbox"/> Pikes Peak	<input type="checkbox"/> North Central	<input type="checkbox"/> Northwest	
<input type="checkbox"/> West Central	<input type="checkbox"/> Southwest	<input type="checkbox"/> Southeast	<input type="checkbox"/> Northeast	
Authorized Representative Information				
Name:			Title:	
Telephone:			E-mail:	
Program Contact Information				
Name:			Title:	
Telephone:			E-mail:	
Fiscal Manager Information				
Name:				
Telephone:			E-mail:	

# Determine Application Request

## Part II: Application Request

Applicants will complete the following questions in the [Smartsheet application form](#).

1) Indicate the number of students enrolled in the district/BOCES/Charter/Colorado School for the Deaf and Blind:	
2) Indicate the number of restrooms, including gender-neutral, on the property (for all participating schools):	
3) Indicate which activities are you requesting funds for (select all that apply):	<input type="checkbox"/> Acquiring and distributing menstrual hygiene products at no expense to students. <input type="checkbox"/> Installation and maintenance of a dispensing machine(s). <input type="checkbox"/> Installation and maintenance of a disposal receptacle(s) for menstrual hygiene products.
4) Indicate the number of schools anticipated to be served with these funds:	

*Once funding is determined, you will be asked to complete a budget.*

# How to Apply - DUE November 19, 2021

## 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 November 19, 2021

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

## Step 5 - No later than December 10

- 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

# Facility schools are not listed on Attachment A as eligible local education providers. Aren't facility schools eligible?

Attachment A lists eligible Local Education Providers (LEPs). Facility schools do not meet the definition of an LEP; however, eligible applicants include an approved facility school, 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](http://www.cde.state.co.us/datapipeline/org_orgcodes)

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

# Are private schools eligible?



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

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 or reduced-cost lunch? 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>



# Do charter schools need permission from the school district?

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



On the application request, applicants are supposed to indicate the number of restrooms on the property. Does this include faculty restrooms and all gender restrooms?

Yes. SB 21-255 specifically states:

“THE ELIGIBLE GRANT RECIPIENT MUST INCLUDE DATA IN ITS APPLICATION CONCERNING THE NUMBER OF STUDENTS ENROLLED AT THE ELIGIBLE GRANT RECIPIENT AND THE NUMBER OF RESTROOMS, INCLUDING GENDER-NEUTRAL RESTROOMS, ON THE PROPERTY OF THE ELIGIBLE GRANT RECIPIENT.”

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 number of restrooms on the property (for all participating schools).

#### Part II: Application Request

Applicants will complete the following questions in the [Smartsheet application form](#).

1) Indicate the number of students enrolled in the district/BOCES/Charter/Colorado School for the Deaf and Blind:	
2) Indicate the number of restrooms, including gender-neutral, on the property (for all participating schools):	
3) Indicate which activities are you requesting funds for (select all that apply):	<input type="checkbox"/> Acquiring and distributing menstrual hygiene products at no expense to students. <input type="checkbox"/> Installation and maintenance of a dispensing machine(s). <input type="checkbox"/> Installation and maintenance of a disposal receptacle(s) for menstrual hygiene products.
4) Indicate the number of schools anticipated to be served with these funds:	

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

#### 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

# 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 of the application request.

## Part II: Application Request

Applicants will complete the following questions in the [Smartsheet application form](#).

1) Indicate the number of students enrolled in the district/BOCES/Charter/Colorado School for the Deaf and Blind:	
2) Indicate the number of restrooms, including gender-neutral, on the property (for all participating schools):	
3) <b>Indicate which activities</b> are you requesting funds for (select all that apply):	<input type="checkbox"/> Acquiring and distributing menstrual hygiene products at no expense to students. <input type="checkbox"/> Installation and maintenance of a dispensing machine(s). <input type="checkbox"/> Installation and maintenance of a disposal receptacle(s) for menstrual hygiene products.
4) Indicate the number of schools anticipated to be served with these funds:	

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.

# When we are asked to submit a budget are there certain vendors we're supposed to use?

No, there are no vendor requirements.

# Can you anticipate funding range?



Available funding will be 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.

We won't know this until after the application closes.

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

Successful applicants will be notified by December 10th. Once funding is determined, you will need to submit a budget. We will be providing more information to successful applicants that will cover next steps.



# 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/4254872b62a4420e84097782697b73ab>



**Menstrual Hygiene Products Accessibility  
Application 2021-2022**

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, November 19, 2021, by 11:59 pm

Program Questions:  
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Budget/Fiscal Questions:  
Anna Friedman, Grants Fiscal Officer



Questions?  
Sarah Blumenthal  
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303-866-6779)