Exhibit A, Statement of Work

AND ADDITIONAL AGENCY SPECIFIC TERMS AND CONDITIONS

As the sub-recipient of these funds, the grantee named on the cover page of this agreement does not have the authority to further subaward these funds.

All funding under this Grant Award Agreement is contingent upon the authorization, appropriation, and continuing availability of state and/or federal funds to the Colorado Department of Education (CDE). In the event that such funds are reduced, restricted, rescinded, or otherwise made unavailable by the state or federal government, in whole or in part, CDE reserves the right to modify, suspend, reduce, or terminate this Agreement accordingly. CDE will provide written notice to the Grantee of any such action.

EXHIBIT A – AWARD LETTER STATEMENT OF WORK

CDE Program Contacts:

- **Jennicca Mabe:** mabe_j@cde.state.co.us, (303) 923-0974
- **Brooke Morgan:** morgan_b@cde.state.co.us, (303) 923-0966

CDE Fiscal Contact:

- **Gloria Kochan:** kochan_g@cde.state.co.us**,** (720) 916-6488

Terms and Conditions of Award:

- Funds have been awarded via the competitive Request for Application for a maximum of four years, contingent on future appropriations by the Colorado State Legislature.
- Funding in subsequent years for grantees is contingent upon continued appropriations and upon grantees meeting all grant, fiscal, and reporting requirements.
- **Grant funds are awarded for use in the year of the award as requested in the approved competitive application. Grant funds for FY2026-2027 must be spent by June 30, 2027.**
- If any findings of misuse of these funds are discovered, project funds must be returned to the CDE.
- The CDE may terminate a grant award upon thirty (30) days' notice if it is deemed by the CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

- This grant is made subject to the applicable provisions of *C.R.S. 22-91-101* through *22-91-105*, and the rules promulgated by the Colorado State Board of Education.
- Per *C.R.S. 22-91-102 (2), **"Education provider"** means a school district, a board of cooperative services, a charter school authorized by a school district pursuant to part 1 of article 30.5 of this title, or a charter school authorized by the state charter school institute pursuant to part 5 of article 30.5 of this title.*
- Per *C.R.S. 22-91-102 (5), **"Recipient school"** means a school at which an education provider will use money received from the program to either increase the number of school counselors or otherwise raise the level of school counseling provided.*
- Per *C.R.S. 22-91-102 (6), **"School counselor"** means a person who holds a special services provider license with a school counselor endorsement issued pursuant to article 60.5 of this title 22 or who is otherwise endorsed or accredited by a national association to provide school counseling services. "School counselor" includes a person who holds a special services intern authorization pursuant to section 22-60.5-111 (3).*
    - All positions hired with School Counselor Corps Grant Program (SCCGP) funds must be licensed school counselors or individuals working towards Colorado school counselor licensure working under an approved Temporary Educator Eligibility or Special Service Provider Intern Authorization.
    - Education Providers should contact a CDE Program Manager if they encounter challenges hiring licensed school counselors.

Mandatory Program Requirements:

- An education provider that receives a grant through the program shall utilize grant money to hire and employ a 1.0 full-time equivalency (FTE) school counselor in grant years two, three, and four (implementation years).
    - An education provider that has not hired and employed a grant-funded school counselor within the July 1, 2026, through December 31, 2026, timeframe, will be required to meet with their CDE Program Manager to develop a funding contingency plan that may include but is not limited to returning funds, decreasing future award amounts, or reallocating funds.
- Per *C.R.S. 22-91-103 (1)(b), An education provider that receives a grant under the program must use the moneys to increase the level of funding the education provider allocated to school-based counseling prior to receiving the grant and not to replace other funding sources allocated to school-based counseling.*
    - Funds cannot be used to supplant. For example, funds cannot be used to replace a school counselor's salary or school counseling program costs that were previously paid through General Funds.

  - If there are any concerns of supplanting by CDE, the education provider must provide written documentation that illustrates appropriate use of grant funds.
  - If supplanting is discovered, it may result in returning funds or delayed, reduced, or elimination of future grant funding.

- Per *C.R.S. 22-91-103 (1)(d), An education provider that receives a grant through the program shall use state guidelines and standards to implement a comprehensive counseling model that includes a time and effort assessment, postsecondary workforce-ready programming, and social and emotional counseling work.*
- Per *C.R.S. 22-91-103 (1)(e), An education provider that receives a grant through the program shall use state models for accountability. The education provider shall collect data on its counseling program to demonstrate the impact of the school counseling program on student achievement, attendance, and behavior. The education provider shall use the data to analyze school counseling program assessments to guide future action and improve future results for all students.*

Allowable Use of Funds:

If spending considerations for a state grant are not addressed in legislation, CDE Fiscal rules may refer to Title 2 of the Code of Regulations Part 200 (2 CFR 200) and the cost principles (necessary, reasonable, and allocable).

Funds may be used for the following (including, but not limited to):

- Licensed school counselor salaries and benefits for site-based, districtwide, or BOCES-wide positions.
  - Grant Year 1: School counselor salaries and benefits are an optional use of funds to support grant work in Year 1 only.
  - Grant Years 2-4: 1.0 School counselor FTE salaries and benefits are required per funded site.
  - Online schools can hire licensed virtual school counselors.
- Grant related travel to in-person required training and professional development;
- Career awareness and postsecondary preparatory services;
- Professional development;
- Events, supplies, and technology related to comprehensive school counseling program development and implementation;
- Stipends for school staff supporting SCCGP outside of school hours or with additional duties; and
- Consulting services.

Unallowable Use of Funds:

Funds may not be used for the following (including, but not limited to):

- Capital equipment: equipment valued at $10,000 or more with a useful life of more than a year;
- Building improvements, construction, or maintenance;
- Indirect costs, or incentives for students and staff (per *CFR 200.421*);
- Supplanting;
- Online or virtual FTE for in-person sites; or
- FTE related to non-school counseling positions (i.e. school psychologists, social workers, clinical counselors).

Mandatory Training:

It is a mandatory grant requirement for the SCCGP team members to attend trainings described below: **School Counselor Corps Grant Program FY2027**

Grant Years Two, Three, and Four: Implementation Years

Training	Site-Based Administrator (Principal or Assistant Principal)	Grant Funded School Counselor	Fiscal Representative
Virtual Welcome	X	X	X
Program and Fiscal Reporting	X	X	X
PWR Summit	X	X	
Virtual Professional Development	X	X	

X indicates “required to attend.”

Budget Workbooks:

- Grantees shall expend funds in accordance with the approved application and budget on file with the CDE.
- Continuation budgets and revisions must be submitted and approved prior to funds being obligated.
    - Cohort 14 and 15 budget revisions must be submitted within the GAINS system.
    - Cohorts 13 budget revisions must be submitted to the 2026-27 Smartsheet link.
- The last day to submit a budget revision for FY2026-27 is May 17, 2027.

Financial Reports and Responsibilities:

- The Interim Financial Report (IFR) (expenditures through December 31, 2026) must be submitted no later than January 29, 2027.
    - Cohort 14 and 15: The IFR must be submitted via GAINS with a general ledger included.

    - Cohort 13: The IFR must be submitted via Smartsheet link with a general ledger included.
- The Final Expenditure Report (FER) or Annual Financial Report (AFR) (expenditures from July 1, 2026, through June 30, 2027) must be submitted by September 30, 2027.
    - Cohort 14 and 15: The FER must be submitted via GAINS with a general ledger included.
    - Cohort 13: The AFR must be submitted via Smartsheet link with a general ledger included.
- The authorizer (grantee) will respond to all grant requirements in a timely fashion, including the IFR, AFR, and FER outlined above.

Program Reporting

Mandatory Program Reporting Requirements: Due May 28, 2027

- Per *C.R.S. 22-91-105, Each education provider that receives a grant through the program shall report the following information to the department each year during the term of the grant* (to include but not limited to):
    - *The number of school counselors hired using grant moneys;*
    - *Any professional development programs provided using grant moneys;*
    - *Any other services provided using grant moneys;*
    - *A comparison of the dropout rates, and the college matriculation and remediation rates, if applicable, at the recipient schools for the years prior to receipt of the grant and the years for which the education provider receives the grant;*
    - *Information indicating an increase in the level of postsecondary preparation services provided to students at recipient schools, such as the use of individual career and academic plans or enrollment in pre-collegiate preparation programs or postsecondary or vocational preparation programs;*
    - *Any additional information that the state board, by rule, may require.*
- Funding in subsequent years for grantees is contingent upon continued appropriations and **upon grantees successfully demonstrating the following:**
    - Submission of all reporting requirements each year to proceed with Years 2, 3, and 4;
    - Progress toward successfully meeting annual objectives.
- Failure to meet reporting requirements may result in delayed, reduced, or elimination of future grant funding.
- **The information collected via CDE's Development Year and End of Year Reports will be used for the following:**
    - To produce Annual Legislative Reports on the status of the SCCGP and
    - Continuous program improvement, including recommendations related to fidelity and performance management findings.