



Wyoming Department of Education

Jim Rose, Interim Director

Hathaway Building, 2nd Floor, 2300 Capitol Avenue

Cheyenne WY 82002-0050

Phone: 307-777-7675 Fax: 307-777-6234 Website: edu.wyoming.gov

MEMORANDUM # 2013- 073

TO: School District Superintendents
BOCES Executive Directors
School Principals
School Nurses
School Counselors
Health Teachers

FROM: Bruce Hayes
School Safety Consultant

DATE: June 4, 2013

SUBJECT: HIV/AIDS Educational Opportunity

FUNDING AVAILABLE

Pursuant to Center for Disease Control (CDC) Grant #3U87DP001236-05W1, which is aimed at improving the health and educational outcomes of young people, the department is making available up to \$2,500 for HIV/AIDS professional development.

The effort should align with one or more of the allowable uses below:

- **HIV/AIDS reference materials**
- **Curriculum materials**
- **Costs of attending a related conference**
- **Professional development opportunities for staff**
- **Medical dangers of HIV/AIDS**
- **Teacher/speaker stipends to provide instruction on HIV/AIDS**
- **Nurses training regarding aspects of HIV/AIDS**
- **On line ANSWER training at Rutgers**
- **Training provided by the CDC**

The federal funding ends July 31, 2013, however work that is begun before that date can be finished and invoiced as late as September 30, 2013, provided an email or other written communication is received *prior* to July 31, 2013. This will allow funding to be encumbered

School District Superintendents
BOCES Executive Directors
School Principals
School Nurses
School Counselors
Health Teachers
June 3, 2013
Page 2

The due date is June 17, 2013. The grant application is enclosed. If you have any questions, or are in need of suggestions -- please feel free to contact Bruce Hayes, at 307-777-6198 or bruce.hayes@wyo.gov.

Attachment

AUGUMENTING HIV/AIDS PREVENTION WORK

2013 HIV/AIDS Mini-Grant

A service to
CDC Grant Number: 3U87DP001236-05W1
Program Announcement: DP08-801

Dr. Jim Rose
Interim Director
Wyoming Department of Education
Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, Wyoming 82002-0050

Contacts:

Bruce Hayes, Program Consultant
Support Systems and Resources Division
Phone: 307-777-6198 FAX: 307-777-8924
E-mail: bruce.hayes@wyo.gov

Teri Wigert, Unit Leader
Support Systems and Resources Division
Phone: 307-777-7708 FAX: 307-777-8924
E-mail: teri.wigert@wyo.gov

OPPORTUNITY FOR A HEARING

An applicant whose application is recommended for disapproval may request a hearing before the Interim Director. Formal written notification requesting such a hearing must be submitted within thirty (30) calendar days of receipt of notice that the application is recommended for disapproval to:

Dr. Jim Rose
Interim Director
Wyoming Department of Education
Hathaway Building, Second Floor
2300 Capitol Avenue
Cheyenne, Wyoming 82002-0050

Hearings will be held in accordance with the Wyoming Administrative Procedures Act, W.S. 16-3-101 through 16-3-115, and Section 425 of the General Education Provisions Act.

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Wyoming Department of Education, Office for Civil Rights Coordinator, Hathaway Building, Second Floor, 2300 Capitol Avenue, Cheyenne, Wyoming 82002-0050, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204-3582, or 303-844-5695 or TDD 303-844-3417. This publication will be provided in an alternative format upon request.

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Section I: General Information

Definition of an HIV/AIDS Augmentation Work

This grant offers a one-time payment to schools or districts up to \$2,500 that can use assistance in training staff in the areas of HIV/AIDS before September 30, 2013. (See the allowable uses of grant funding shown below.) The total number of grantees will depend on the number of applicants and the amounts requested.

Goals of the Augmentation Funding

The goal is to further the purpose of the CDC grant 3U87DP001236-05W1 which is aimed at improving the health and educational outcomes of young people.

Allowable Uses of the Grant Funding

- **HIV/AIDS reference materials**
- **Curriculum materials**
- **Costs of attending a related conference**
- **Professional development opportunities for staff**
- **Medical dangers of HIV/AIDS**
- **Teacher/speaker stipends to provide instruction on HIV/AIDS**
- **Nurses training regarding aspects of HIV/AIDS**
- **On line ANSWER training at Rutgers**
- **Training provided by the CDC**

Eligibility Requirements

Any Wyoming public school, school district, or BOCES institutions may apply.

Method of Submission

To be considered for funding, one electronic submittal must be received by the WDE by 5:00 pm (MST) June 15, 2013 at bruce.hayes@wyo.gov. Use the subject line: *Augmenting HIV/AIDs Prevention Work*. Ensure you use the request receipt feature so you can be sure your submittal was received. The complete E-application must include:

- Cover Page
- Work Page
- Signature Page

Direct requests for clarification to Bruce Hayes at (307) 777-6198 or bruce.hayes@wyo.gov or Teri Wigert (307)777-7708 or teri.wigert@wyo.gov.

Grant Award Process

Grants will be awarded based on:

1. Alignment with the Allowable Uses of Grant Funding list shown on page 2.
2. A first come, first served basis.

Applications without an authorizing principal's or superintendent's signature cannot be considered. HIV/AIDS work or training incident to this grant cannot be started until a grant award letter is received by the school, district, or institution.

The federal funding for this grant ends July 31, 2013. However, if a signed contract or agreement (with a provider or staff) or notifying email is received before that date, the requested funding can be encumbered as the school or district conducts HIV/AIDS work or training it has arranged prior to July 31, 2013. In this case an invoice can be accepted as late as September 30, 2013. Important: grant funds must be encumbered before July 31, 2013 if reimbursement is expected between July and September.

Mini-Grant Closeout

Districts, schools, or institutions can be reimbursed by submitting a *single* itemized invoice no later than September 30, 2013 or when services are completed. A copy of the receipts or other similar documentation must be provided and correlate reimbursement costs.

Each grant recipient shall report at the time of invoice submittal the following items:

- District/school/institution, grant administrator, and contact information
- The grant amount expended with an associated single school or district invoice
- A brief half-page summary review of what was accomplished

The grant reimbursement process may take up to 45 days.

Section II: Cover Page, Work Page, and Signature Page

Cover Page

Due Date: June 17, 2012

List Applicable Allowable Uses (from page 2):	
List type of HIV/AIDS Work that Will be Accomplished	
Provider Name and Address (only if applicable):	
List School(s) Served by Grant:	

Grant Administrator:	
First Phone Number:	
Second Phone Number:	
Email Address:	
Mailing Address:	

Amount Requested: (Up to \$2.5K)	
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Contact:
 Bruce Hayes, School Safety Consultant
 Support Systems and Resources Division
 Phone: 307-777-6198 FAX: 307-777-8924
 E-mail: bruce.hayes@wyo.gov

For WDE Use Only

LEA #:	
Award Amount:	
Date Approved:	

Work Page

Usage: Briefly state what HIV/AIDs work/training will be accomplished and how it aligns with one or more of the Allowable Expenditures listed on page 2.	
Budget Narrative: Basic estimated expenditures.	Itemized Costs:
1.	
2.	
3.	
4.	
5.	
	Total Cost:

Signature Page

The undersigned agree and support the augmentation of HIV/AIDs prevention work as outlined within this grant request.

_____ GRANT ADMINISTRATOR'S NAME	_____ SIGNATURE	_____ DATE
_____ NAME OF DISTRICT SUPERINTENDENT, SCHOOL PRINCIPAL, or ADMINISTRATOR	_____ SIGNATURE	_____ DATE

Note: For the required electronic submission, the signature page can be either scanned as a Portable Document Format (PDF) file or typed from a chosen WORD scripted font. **IMPORTANT:** Funding is predicated upon receipt of the original signatures.