



COLORADO
Department of Education

Funding Opportunity

Gifted and Talented Universal Screening and Qualified Personnel Grant*

*Pursuant to C.R.S. 22-20-205

Applications Due

First Submission Window: April 1- April 15, 2025 at 11:59 pm

Submissions received on April 15 and approved, are ensured a portion of available funds.

Second Submission Window: April 16-April 17, 2025 at 11:59 pm

Submissions received April 16-17 **may** receive funding **if** funds remain after April 15.

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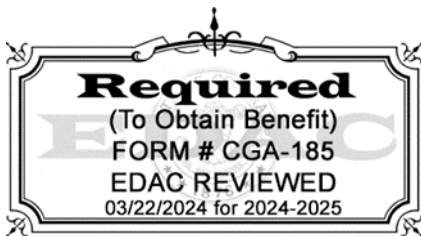


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Note: The following version of the application is intended as a reference document for instructions and grant application planning purposes.

Applications for the Gifted Talented Universal Screening and Qualified Personnel must be submitted through [GAINS](#).

Submission of application materials either in hard copy or via e-mail will not be accepted.

The application window will open in GAINS on April 1, 2025 and the first window will close on April 15, 2025 at 11:59 pm. The second window will close on April 17, 2025 at 11:59 pm.

[More information about GAINS is available on CDE’s website.](#)

Introduction and Purpose

The Colorado General Assembly passed legislation in 2014 that established an appropriation for an Administrative Unit gifted education grant program. The program supports the foundational programming elements of universal screening and qualified personnel. It was the intent of the General Assembly that:

1. Evidence-based practices support instruction and the social-emotional development of gifted children; and
2. Each gifted child is educated in a rigorous learning environment and culture that develops the child's area of exceptionality and coordinates programs and services among available support systems.

Universal screening provides a means of access to gifted identification assessment and programming to every student. See Exceptional Children's Educational Act (ECEA) for rules pertaining to the grant. The Rules may be accessed on the CDE Gifted Education website on the Laws and Regulations tab at www.cde.state.co.us/gt/lawsregs.

Through this opportunity, Administrative Units may apply for funds to offset the cost incurred when:

1. Conducting universal screening no later than second grade;
2. Conducting a second universal screening at a middle school level;
3. Using an achievement measure or behavior observation scale for already identified students at the middle school level in conjunction with creation of each child's individual career and academic plan (ICAP); and
4. Employing a qualified person to administer the gifted program, implement the program plan, and provide professional learning to increase the capacity of educators to identify and program for gifted students and develop family engagement and communication.

Eligible Applicants and Priority Criteria

To be eligible, the AU applicant must be up to date in submission of the AU's comprehensive program plan, budget, and UIP gifted requirements of all districts in the AU to the Colorado Department of Education (CDE).

The application packet must include a completed application form and required supporting evidence and be received within the application submission window. If the grant application was not completed correctly, included ineligible costs, or did not include the required documents, the AU will be asked to adjust the original application.

Universal Screening Definition:

Universal screening, for the purposes of section 22-20-205 C.R.S., means the systematic assessment of all students within a grade level of an Administrative Unit for identifying exceptional ability or potential, especially in underrepresented populations; and/or universal screening in conjunction with creation of each gifted child's individual career and academic plan (ICAP).

Universal Screening: Tools and Criterion:

The measurement tool(s) for elementary and middle school universal screening must be determined to be a fair and reliable tool(s) for administration in diverse populations. Scoring at or above the 95th percentile is a qualifying criterion for a body of evidence in gifted identification. The AU determines the local criterion for considering students for further identification assessment. Typically, a score above the 85th percentile may be an indicator for further data collection.

Qualified Personnel Criterion:

The grant will offset the cost for up to a .5 FTE qualified person in gifted education or an educator who is working towards an endorsement or higher gifted degree program. (See Process for Gifted Education Personnel Working Toward an Endorsement.)

CDE refers to the leader of the AU Gifted Program as the AU Gifted Director of Record. House Bill 14-1102 permits AUs to apply for grant funds to offset costs incurred by employing a qualified person to administer and implement the gifted program plan. This individual's [Role and Responsibilities](#) is to ensure the AU is in compliance with ECEA rules and must have .5 of their time dedicated specifically to gifted education. (This grant is not fully funded therefore, if the position is less than .5 within your district, grant funds may be used to support this position for the percentage of the .5 which is awarded.)

The application must include the following information which has been verified by HR/fiscal manager:

- Name of the individual listed as the qualified GT personnel;
- For vacant positions, include the job posting;
- The salary for the qualified GT personnel or salary estimate for vacant positions;
- Number of days in the contract;
- Daily rate for the position; and
- A copy of the district salary schedule for the gifted education position.

Available Funds and Duration of Grant

This grant application is being released; however, the funding available for distribution to Administrative Units is contingent upon an approved appropriation for the grant program during the 2025 Colorado legislative session. Available funds are finalized by legislature by June 30. If approved, the one-year grant window would begin on July 1, 2025. There will be no carryover of funds.

The grants one-year term will begin on July 1, 2025, for the 2025-2026 school year. Additional grant funding for subsequent years will be contingent upon annual appropriations by the State legislature. Funded applicants are not guaranteed any additional funding beyond the 2025-2026 school year.

Note: No carryover will be allowed. Funds must be expended by June 30, 2025. If funds remain, the AU must return unused funds to CDE. Funds may not be used for the upcoming costs for screening tests or qualified personnel.

Allowable Use of Funds

AUs may apply for up to four different grants in one application:

1. Universal screening costs for Kindergarten-2nd grade;
2. Universal screening costs in a middle school grade;
3. Middle school measure for already identified students (to be used for ICAP planning); and
4. Employment of a qualified person up to .5 FTE that has responsibility for the gifted program.

Any costs the AU saves by obtaining the grant may NOT be returned into the AU's General Fund but may be used to increase or enhance the costs incurred in implementing the AU's gifted education program [2-20-205 (2)(e)].

Universal Screening Costs

ECEA Rules state grant funds are to be used towards the per-pupil cost of screening. Additional administrative or training costs are not considered in the calculation for per-pupil assessment.

Variance for Paper-Pencil Screening: Tests are typically administered online. However, a variance for paper-pencil may be requested. The Variance Request for Paper-Pencil Assessment USQP Grant is due March 15, 2024, and available by request from the Office of Gifted Education.

Eligible universal screening expenditures:

- Tests (online); or Variance for Paper-Pencil
 - Cognitive Assessments such as CogAT or NNAT;
 - Behavior Observation Scales (norm-referenced) as the universal screener K-2; (only if administered to all students);
 - Behavior Observation Scales as the universal screener Middle School (only if administered to all students) or for already identified students in conjunction with ICAP development; and
 - Two different tests at the middle school level are allowed; one for already identified gifted students (to be used for ICAP planning) and one for non-identified students (to find additional gifted students). Reimbursement for tests would be at a rate common to the typical CogAT and NNAT tests costs.

- If a variance has been obtained for paper and pencil testing, eligible expenses also include:
 - Answer documents;
 - Publisher’s scoring or hand-scoring materials (e.g., key, norms manual);
 - Shipping costs; and
 - Basic-level assessment reporting package (e.g., CD Rom).

Ineligible universal screening expenditures that will not be funded:

- Miscellaneous supplies;
- Two different tests for the same student at a grade level (e.g., SIGS Observation Scale and the CogAT for a 2nd grade student is not allowed);
- Supplies related to test taking (i.e., pencils, computers, plastic tubs);
- Stipends for test trainings, test administration, or test scoring;
- Vendor training costs;
- Additional reporting documents or files beyond the basic-level reporting package;
- Additional assessment instruments not intended for the purpose of universal screening; and
- Indirect costs for accounting or additional administration (i.e., classified staff, paraprofessionals, test proctors, communication flyers).

Note: If an individual test is administered to some students and a group test administered to the remainder of grade level students, reimbursement for each test is the cost of the group administered test.

Grant Distribution

As defined in 22-20-205 (2)(d) C.R.S., CDE will distribute monies to grant applicants, subject to available appropriations. Distribution of funds will be based on the day in which the application is received. If funds are sufficient to fund all grant applications, each AU applicant will receive full funding.

Applications may be submitted any time on April 15, 2024, from 12:00 a.m. – 11:59 p.m. Applications will also be accepted April 16 through April 17, 2024.

However, funds may be insufficient to fully fund all the requests received during the three-day application process. The day the application is received will impact allocation of funds. This means that funds might be completely expended on April 15, 2024. Thus, it is highly encouraged that all AU’s submit on day one of the application submission window.

If insufficient funds are available on day one to fund all day one grant applications, CDE will distribute funds proportionately on a pro rata basis. The condition of pro rata will be applied to the total amount approved by the Administrative Unit.

If grant funds remain after day one distributions, then funds for day two applicants and day three applicants would be distributed in the same manner as on day one until all funds are expended.

If funds are distributed on a pro rata basis and the AU receives less than the requested amount, the AU must:

1. Choose to supplement the grant up to the full amount for universal screening(s) and/or employing a qualified person; or
2. Determine which of the allowable uses of the grant will be funded, which may include pro rata implementation dependent upon the amount of funds received.

Evaluation and Reporting

Administrative Units receiving funds through this grant opportunity must submit the following data through the ESSU Data Management System:

- A count of students taking universal screening assessment, grade levels, name of tool, and costs incurred for universal screening;
- Documentation of cost incurred for qualified personnel; and
- Documentation for those working on their endorsement or degree*.

Note: If the position was vacant at the time of the application, once the individual is hired, use the Addendum for USQP Qualified Personnel which can be requested from the Gifted Education Office, to provide the name of the individual, the hire date, and all required information and associated costs. Once complete, please submit the Addendum to the Office of Gifted Education.

*When funds are used for personnel working toward an endorsement, the AU must submit evidence that personnel supported by grant funds are working toward an endorsement. This evidence will be the Educator Plan to become qualified for USQP Grant-Gifted Education Personnel and a yearly Progress Toward Endorsement Report.

Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through Universal Screening and Qualified Personnel Grant Program. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE's privacy and security policies and procedures.

Note: Documents submitted as part of the application must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Awarded grantees should ensure reported information does not contain Personally Identifiable Information (PII) or confidential information.

Application Assistance

For additional program information, webinars are available at [CDE's Gifted and Talented Grants webpage](#).

Submission Process and Deadline

Applications must be completed and submitted through [GAINS](#) beginning on April 1, 2025 with the first window closing April 15, 2025 11:59 pm. The second window closes April 17, 2025 at 11:59 pm.

Application materials and resources are available on [CDE's Gifted and Talented Grants webpage](#).

Required Elements

The format outlined below must be followed to assure consistent application of the evaluation criteria.

Part I: Applicant Information and Program Assurances

Part II: Statement of Need, Universal Screening, and Qualified Personnel

Part III: Budget

Part I: Applicant Information and Program Assurances

For this section of the grant application, applicants will need to select which portion of the grant they will be applying. Applicants may apply for universal screening K-2, Universal screening Middle school and/or qualified personnel. This section will require applicants to provide program contact information which includes a name, title, telephone, and email.

Program Assurances

Applicants will agree to the below Assurances within the Universal Screening and Qualified Personnel Grant application in GAINS. An upload of the document is not required.

The applicant hereby applies for and, if awarded, accepts the state funds requested in this application. In consideration of the receipt of these grant funds, the applicant agrees that the General Assurances form for all state funds and the terms therein are specifically incorporated by reference in this application. The applicant also certifies that all program and pertinent administrative requirements will be met. In addition, grantees that accept Universal Screening and Qualified Personnel Grant funding agree to the following assurances:

1. The AU will annually provide the Colorado Department of Education the evaluation information required.
2. Where an AU already uses state or local funds to fulfill these purposes, the AU must use the additional grant money received for other costs incurred in implementing the AU's gifted education program.
3. The AU Comprehensive Program Plan is current and has been submitted to CDE.
4. The Unified Improvement Plan (UIP) gifted education requirements are current for all district in the AU and have been submitted to CDE.
5. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
6. Funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program will be conducted by the grantees as part of their regular audits.
7. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
8. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

* The Colorado Department of Education may terminate a grant award upon thirty (30) days' notice if it is deemed by 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. Project modifications in budget allocation due to a pro rata distribution must be reported on the end of year budget report in terms of allowable uses.

Duplication of Benefits

Federal or State funds generally cannot be used to pay for the exact same cost or activity already paid for from another source of funding. This is sometimes referred to as a prohibition on duplication of benefits (DOB), or "double-dipping." Entities using multiple funding sources should be aware of the different authorities and program requirements for each funding source, being careful to avoid DOB in instances where they are paying for similar costs or activities from multiple sources. (2CFR200.302) Subrecipients should avoid a duplication of benefits for any federal or state award. A duplication of benefits occurs when the amount of the assistance (i.e., funding) to a beneficiary exceeds the total allowable assistance (i.e., based on the total allocable expenses) to that beneficiary for that purpose.

9. Applicant certifies no duplication of benefits resulting in this funding will occur. If awarded, the Awardee (applicant) will notify in writing CDE should this occur.

Fraud, Waste and Abuse

Recipients of grant funds are responsible for taking steps to reduce fraud, waste, and abuse. Fraud Waste and Abuse can come in many forms, such as:

- Embezzlement, bribery, or other public corruption involving federal or state funds;
- Serious mismanagement involving federal or state programs or funds;

- Theft or misuse of Federal student aid to include knowledge of fraud, waste, or abuse involving a financial aid administrator or other entity official(s), or knowledge of fraud, waste, or abuse involving a student loan servicer or collection agency;
- Knowledge that your entity is not complying with regulations or laws involving Federal student aid or other federal or state program or operation requirements;
- Conflicts of interest-violation of arm's length agreements;
- Contract and procurement irregularities;
- Theft or abuse of government property;
- Employee misconduct; or
- Ethics violations by officials.

Entities are required to have a procedure or methodology for timely reporting, in writing, of any noted violations that may potentially affect the federal or state award. (2CFR200.113)

10. Applicant certifies there are sufficient internal controls in place to reduce or eliminate the possibility of fraud, waste and abuse with these, or any funds within their agency, and if an instance occurs. If awarded, the Awardee (applicant) will notify CDE in writing.

Conflict of Interest

The applicant hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or grant resulting from this award that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest. The applicant further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the Government's or Colorado Department of Education's satisfaction, such conflict of interest (or apparent conflict of interest).

11. Applicant certifies there are sufficient internal controls in place to reduce or eliminate the possibility of any conflicts of interest with these, or any funds within their agency. If awarded, the Awardee (applicant) will notify CDE in writing. (2CFR200.112)

The Colorado Department of Education may terminate a grant award upon thirty days' notice if it is deemed by 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.

Project modifications and changes in the approved budget must be requested in GAINS and approved by CDE before modifications are made to the expenditures.

Approvals for this grant must be captured in GAINS from the following personnel:

- Applicant Authorized Representative
- Applicant Fiscal Manager

Part II & III: Statement of Need, Universal Screening, and Qualified Personnel & Budget

Responses should be completed in the online application form. Although the system will save your work in progress, applicants may find it useful to compose answers in a separate document and copy them into the form.

Narrative Questions:

IIA. Statement of Need: Include a short narrative that describes in 250 words or less how the grant(s) support a rigorous learning environment and culture that develops gifted students' areas of exceptionality and coordinates programs and services among available support systems.

IIB. Universal Screening

Provide the requested information for each grant for which the AU is applying.

Note: Multiple district AUs and BOCES- Please aggregate your requests and costs. Do not list by districts.

Universal Screening K-2

For Universal Screening K-2 you will need to know your total AU grade level student count. When documenting the student level count, use October count for the previous grade. For example, if you are testing 2nd grade you will use 1st grade October count.

Universal Screening K-2 Assessment Information – the application requires name and level of the Assessment to be administered, delivery method, grade level, and number of tests ordered. Costs, amounts requested, and overall funding request totals will be captured in the budget.

Universal Screening Middle School

For Universal Screening at middle school, you will need to know your total AU grade level student count and the total number of students identified as gifted. When documenting the student level count, use October count for the previous grade. For example, if you are testing 6th grade you will use 5th grade October count.

Universal Screening Middle School Assessment Information – the application requires name and level of the Assessment to be administered, delivery method, grade level, and number of tests ordered. If requesting two different assessments for already identified and non-identified students, the total requested assessments may not exceed the overall total of students within the grade. Costs, amounts requested, and overall funding request totals will be captured in the budget.

Other Eligible Costs

If additional funds are being requested provide a detailed and itemized list of those items. Eligible expenses include: answer documents, publisher's scoring or hand-scoring materials (e.g., key, norms manual); shipping costs; and basic-level assessment reporting package (e.g., CD Rom). - Please note: Cost per item and total requested costs will be captured in the "Budget" section.

IIC. Qualified Personnel

Provide the requested information if you wish to apply for grant funds to support the hiring of a qualified person to oversee gifted education in your AU. Grant funds may be used to support up to a 0.5 FTW position. Please see the role and responsibilities document to ensure understanding of the requirements of this position prior to applying.

**For those new to the role who are not highly qualified in gifted education, request from our office the USQP GT Non-qualified Candidate Working Towards Endorsement form, to submit with your application.

III. Program Budget

Complete your proposed program budget in [GAINS](#).