



Utah State  
Board of  
Education

Student  
Services

**UTAH STATE BOARD OF EDUCATION (USBE)  
FISCAL YEAR 2027 (FY27) CARDIAC  
EMERGENCY RESPONSE PLAN (CERP)  
GRANT APPLICATION PREVIEW**

July 2026

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## PRE-APPLICATION CHECKLIST: RECORDS TO GATHER

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Review the following records before opening the online application portal:

- [FY27 CERP Grant Certification and Agreement Document](#): Review the full certification terms linked within this portal and in Utah Grants prior to form submission.
- [FY27 CERP Grant Application Scoring Rubric](#): Download this document from the USBE website to ensure narrative responses address high-point criteria.
- **Individualized CERP Files**: An updated copy of the individualized CERP document for every school site included in this request.
- **Local Hardware Inventory**: The exact count of functional automated external defibrillator (AED) units currently deployed at each school site.
- **Indirect Cost Metrics**: Your LEA's officially approved state Restricted Indirect Cost Rate percentage.
- **Priority Tier Proof**: A copy of your Title I designation letters or official October 1 school lunch data sheets (required only if applying under Tier 1 or Tier 2 criteria).
- **Administrative Tip**:
  - Download the [CERP Grant LEA Internal Coordination Sheet](#) to send to school nurses, athletic directors, and facilities managers to simultaneously gather hardware inventories and training records.
  - Make a copy of these spreadsheets to compile the school-level information that will be requested in this application.
    - [FY27 CERP Grant School Breakdown Table](#)
    - [FY27 CERP Grant Project Costs and Budget Itemization](#)

## AUTHORITY AND KEY DATES

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Applications will be reviewed chronologically upon submission starting after the portal opening window, in alignment with the regulatory review period beginning July 1, 2026.

- **Authority:** Utah Code Section 53G-9-216 and Board Rule R277-634
- **Application Portal Opens:** July 27, 2026
- **Application Submission Deadline:** August 28, 2026
- **Final Primary Funding Determination Date:** On or before September 30, 2026

## FUNDING AND SUBMISSION SPECIFICATIONS

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- **Maximum Funding Cap:** \$6,000.00 per qualifying Local Education Agency (LEA), inclusive of direct and indirect costs.
- **Submission Method:** Submit the completed packet and required attachments digitally via the Utah Grants Management System (UGMS). Upon completion, applicants will be able to submit and automatically receive a copy of their submitted responses for their records.
- **Critical Plan Requirement:** An individualized, school campus-specific CERP must be uploaded for each individual school listed on this application in accordance with Utah Code Section 53G-9-216. Each uploaded CERP must explicitly state that before-school and after-school activity drills are included in the plan. Applications missing a corresponding plan for any listed school, or plans omitting these extended-hour drills, will be disqualified.

## PURPOSE

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This application provides competitive grant funding to LEAs for individualized school CERPs in compliance with Utah Code Section 53G-9-216 and Board Rule R277-634.

## PART 1: APPLICANT AND CONTACT DETAILS

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- LEA Name:
- Mailing Address:

### Primary Program Point of Contact

- Full Name:
- Title:
- Phone Number:
- Email Address:

### Secondary Program Point of Contact

- Full Name:
- Title:
- Phone Number:
- Email Address:

## PART 2: SCHOOL PARTICIPATION AND TIERED PRIORITY STATUS

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All applications will undergo a formal evaluation process utilizing a standardized competitive rubric to ensure they meet a baseline quality and safety threshold.

To ensure funding targets areas of highest need first, grant awards will be distributed in strict prioritization order by Tier. Within each distinct Tier, fully qualifying applications will be funded chronologically in a first-come, first-served format based on their submission timestamp until available funding is exhausted.

## Priority Tier Definitions

- **Tier 1 High-Needs Schools:** Designated Title I schools OR school campuses with greater than 50% free/reduced lunch enrollment. Tier 1 applications will be reviewed and funded first-come, first-served until exhausted.
- **Tier 2 Rural Schools:** Public schools (district or charter) in a 4th, 5th, or 6th class county, OR fewer than 3,000 students enrolled in the school district. Tier 2 applications will be reviewed and funded first-come, first-served following the complete allocation of Tier 1.
- **Tier 3 Standard Applications:** All other public schools with a demonstrated need. Tier 3 applications will be reviewed and funded first-come, first-served using remaining funds.

## School Breakdown Table

Please use a copy of the [FY27 CERP Grant School Breakdown Table](#) to gather the school information requested below.

**Instructions:** List all schools requesting funds. A unique, school campus-specific CERP document must be uploaded for every school campus listed. To secure Tier 1 or Tier 2 priority, you must provide explicit metrics in the right-hand column.

| School name                                     | Is this school Tier 1? (Yes/No) | Is this school Tier 2? (Yes/No) | Mandatory priority details and evidence: provide explicit data metrics, free/reduced lunch percentages and/or county class |
|-------------------------------------------------|---------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <i>Example: George Washington Middle School</i> | <i>Yes</i>                      | <i>No</i>                       | <i>Explanation (approximately 200 words)</i>                                                                               |

## PART 3: PROGRAM ASSURANCES AND COMPLIANCE MANDATES

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Comprehensive statutory mandates, program assurances, and compliance requirements (including the 3-minute response rule, emergency medical services (EMS) notification, maintenance/testing and audit retention policies) are detailed in the accompanying FY 2027 Grant Certification and Agreement Document linked within this portal and the UGMS.

By submitting this online application, the LEA formally agrees to, certifies, and acknowledges all mandates, terms, and assurances outlined within that document under the provisions of Utah Code Section 53G-9-216 and Board Rule R277-634. Verify your organizational alignment with these policies in the final submission checklist at the end of this form.

## PART 4: REALLOCATION CONSIDERATION (FORFEITED FUNDS)

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Unclaimed primary grant balances are forfeited by original awardees on September 1, 2027, and immediately reallocated to eligible competitive applicants.

If your LEA is not awarded full funding during the primary grant period, do you request consideration for additional funding in September 2027?

Yes

No

**Notice on reallocation timeline:** If you select "Yes" and receive reallocated funds in September 2027, your LEA has a strict three-month window from the secondary award date to make all approved purchases and submit final receipts for reimbursement.

## PART 5: PROJECT COSTS AND BUDGET ITEMIZATION

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### School Campus Cost Breakdown

Please use a copy of the [FY27 CERP Grant Project Costs and Budget Itemization](#) spreadsheet to gather the school information requested below.

Itemize planned spending per building across the following five programmatic funding categories.

- **Category 1: Automated External De8brillator (AED) procurement**
  - Food and Drug Administration (FDA) approved units, wall cabinets, enclosures, mounting hardware
- **Category 2: AED maintenance and medical supplies**
  - Replacement pads, batteries, bleed kits, first aid
- **Category 3: Cardiopulmonary Resuscitation (CPR) kits and training**
  - Manikins, simulation kits, staff certification in adult and pediatric CPR, CPR instructor courses
- **Category 4: Basic 8rst aid training**
  - Courses for faculty and designated campus staff
- **Category 5: Educational materials**
  - Response posters, compliance guides, emergency signage

**Mandatory priority order instruction:** In accordance with Board Rule R277-634, grant funds must be requested and utilized strictly in the statutory order of priority listed below (categories 1-5). An LEA may only request funding for a lower-priority category (e.g., categories 3 or 4) if their higher-priority needs (categories 1 and 2) have already been fully met and established on their campuses.

| School name                                         | Category 1: AED units | Category 2: AED maintenance | Category 3: CPR kits and certification | Category 4: First aid | Category 5: Materials | Total Site Cost   |
|-----------------------------------------------------|-----------------------|-----------------------------|----------------------------------------|-----------------------|-----------------------|-------------------|
| <i>Example:<br/>George Washington Middle School</i> | <i>\$1,500.00</i>     | <i>\$250.00</i>             | <i>\$400.00</i>                        | <i>\$150.00</i>       | <i>\$50.00</i>        | <i>\$2,350.00</i> |

## Indirect Cost Calculation

**Mandatory instruction on indirect costs:** LEAs intending to claim indirect costs must disclose their approved restricted indirect cost rate percentage and calculate the corresponding projected dollar amount below. The \$6,000 funding cap is binding; the total combined sum of all direct costs and your calculated indirect costs cannot exceed the absolute legislative funding cap of \$6,000.00. Leaving these fields blank means your LEA will waive indirect cost reimbursement.

- Approved restricted indirect cost rate (percentage):
- Projected indirect cost dollar amount (dollar amount):

## Final Budget Summary

- Total direct funding requested:
- Total indirect funding requested:
- Total requested grant amount:

## PART 6: NARRATIVE RESPONSES

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### Section 1: Project Abstract

Provide a brief overview describing the current state of cardiac readiness across the schools listed in this application and how this funding will be deployed to establish or improve your individualized CERPs in accordance with Utah Code Section 53G-9-216.

### Section 2: Asset Inventory and School Layout Factors

Detail the current count, condition, and environment of your medical response equipment.

- What is the current total count of functional AEDs across the listed schools?
- How many additional AED units are required across these campuses to ensure compliance with the statutory 3-minute emergency response window?

- Describe the current condition of your existing equipment and training materials. Detail any layout factors (such as multi-story buildings, detached athletic stadiums, or isolated wings) that make additional units necessary to meet the mandatory 3-minute round-trip requirement.
- Describe the physical placement plan for your AED units to ensure they remain unlocked and centrally accessible, and outline your monitoring strategy to protect them from tampering or theft.

### Section 3: Staff Training and Response Team Composition

- Detail your LEA's strategy and schedule for training faculty, athletic coaches, school nurses and support staff.

- List the personnel roles assigned to the formal CERP response team at each school site, such as school nurses, athletic trainers, administrators or teachers.

- Will all tracked CPR certifications under this program encompass both adult and pediatric CPR, basic first aid, and AED use from an approved provider?

Yes

No

- Name of certifying training organization (such as American Heart Association or American Red Cross):

## Section 4: Operational Protocols, Drills and Compliance

- How often will participating schools conduct live, campus-wide cardiac emergency medical drills?
- Describe your emergency response protocols during before- and after-school programs such as athletics, theater or tutoring. Confirm how access to AEDs and trained personnel is guaranteed during extended hours, and explain how these response variables (such as a simulated 3-minute response window) are evaluated during your annual drills.

- **Annual compliance commitments:** Confirm that all schools listed on this application will complete their mandatory annual compliance reset (encompassing physical asset checks, material replenishment, and a text update of the core CERP file) by June 30 annually in a reporting manner prescribed by the Superintendent to satisfy compliance and monitoring mandates under Utah Code Section 53G-9-216 and Board Rule R277-634.

Yes

No

## Section 5: Detailed Budget Justification

**Instructions:** Explicitly address the following components to justify your itemized budget request.

- **Supplies and activities demonstrated need:** Explain why your schools require the specific materials, services, or training itemized in Part 5.
  
- **Funding history:** Has any school in this application received a grant in the past to purchase materials or supplies for CPR training? If yes, please list the school name, award year, and funding source.

## PART 7: CHECKLISTS, VERIFICATION AND SUBMISSION

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### Required Application Checklist

Confirm that your application profile contains all of the following tracking elements before submission.

**Application profile completed:** I verify that all online form fields have been successfully populated.

**Assurances and terms acknowledgement:** I certify that I have read and reviewed the linked [USBE FY27 Grant Certification and Agreement Document](#) and understand that submitting this application constitutes full formal agreement to its terms under Board Rule R277-634.

**Individualized CERP files uploaded:** I verify that a separate copy of the campus-specific CERP document has been uploaded for EACH school listed in Part 2. *(Allowed formats: PDF or Word. Target naming style: [School Name]\_CERP\_2026).*

**Demographic evidence attached:** I verify that demographic or enrollment data sheets supporting priority points are attached for Tier 1 or Tier 2 applications. *(Allowed formats: PDF or Word. Target naming style: [School Name]\_Tier1\_2026 or [School Name]\_Tier2\_2026).*

**Reporting mandates acknowledgement:** I acknowledge that an expenditure report and all final itemized receipts must be submitted via the UGMS no later than September 1, 2027, to remain compliant with final reporting mandates under Board Rule R277-634.

## ELECTRONIC CERTIFICATION AND SUBMISSION AGREEMENT

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By submitting this digital application packet through the UGMS, the submitting official certifies under penalty of perjury that they are the authorized agent legally permitted to bind the named LEA.

Submission of this application serves as the LEA's formal acknowledgment, understanding and legally binding acceptance of all terms, provisions and program

assurances housed in the FY27 Grant Certification and Agreement Document linked within this portal and Utah Grants. It further serves as acceptance of all state statutory requirements, competitive review rubrics, and current state board regulations tied to this grant allocation (including Board Rule R277-634) as they are active or are amended during the grant cycle.

Applicants will receive an automated copy of their submitted text fields for internal records upon transmission. No physical signature is required; the electronic submission log recorded within the UGMS serves as the final executed agreement.

A downloadable copy of your responses will be generated after you submit this form. Please save this document.

## USBE POINTS OF CONTACT

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For questions regarding this application or plan requirements, please reach out to:

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