

No Child Left Behind Act of 2001
(NCLB)
P. L. 107-110

Title II, Part D
Educational Technology

Individual Application

Guidelines ♦ Instructions ♦ Assurances

Application Submission Date:
July 1, 2008

Grant Award Period:
July 1, 2008 – September 30, 2009

Virginia Department of Education
Division of Technology
Office of Educational Technology
P. O. Box 2120
Richmond, VA 23218-2120

Application Guidelines

Purpose of Program and General Use of Funds

The purpose of the Local Consolidated Application is to support the five No Child Left Behind (NCLB) goals, which are:

- All students will reach high standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics by 2013-2014.
- All limited English proficient students will become proficient in English and reach high academic standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics.
- By 2005-2006, all students will be taught by highly qualified teachers. (If this goal has not been achieved, please address the plan for attainment of this goal.)
- All students will be educated in learning environments that are safe, drug-free, and conducive to learning.
- All students will graduate from high school.

The goals of the Educational Technology Program are:

- To improve student academic achievement through the use of technology in elementary schools and secondary schools;
- To assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes the eighth grade, regardless of the student's race, ethnicity, gender, family income, geographic location, or disability; and
- To encourage the effective integration of technology resources and systems with teacher training and curriculum development to establish research-based instructional methods that can be widely implemented as best practices by state educational agencies and local educational agencies.

Application Submission and Approval Deadline

- The application submission date is July 1, 2008.
- A school division that submits an approvable application by July 1, 2008, will have the appropriate 2008-2009 funds available on a reimbursement basis as of July 1, 2008. A school division that submits an approvable application after July 1, 2008, will have the appropriate 2008-2009 funds available on a reimbursement basis as of the date the application is received at the Department.

Submission to the Department of Education

- Applications will be submitted using the Web-based Online Management of Education Grant Awards (OMEGA) system. See instructions for the electronic application completion and submission process on page 3.
- The signed application cover page **shall not be submitted** to the Virginia Department of Education. The application cover page signed by the division superintendent and the local school board chairperson should be retained and filed at the division level. **THE SIGNED APPLICATION COVER PAGE RETAINED AT THE LOCAL LEVEL AND THE ONLINE CERTIFICATION BY THE SUPERINTENDENT WILL INDICATE COMPLIANCE WITH APPLICATION ASSURANCES.** See additional information on assurances in the "General Assurances and Program Specific Assurances" section on page 3.

Revisions and Amendments to Applications

- Revisions are edits that are necessary to the program, application, or budget *before* approval can be granted. Revisions to the application can be made after the original submission and prior to the receipt of the official grant award notification.
- Amendments are changes that are made to the program, application or budget *after* the receipt of the official grant award notification. Amendments can be made during the entire grant award period. An electronic amendment form must accompany all amendments.

- All changes, whether revisions or amendments, should be made to the original or most current version of the application Microsoft Excel file. The file should then be re-submitted using OMEGA in a similar manner as was used for the original submission of the application file. Additional information on amendment submission is available in the online technical assistance document located at: <http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>.

Release of Federal Funds and Grant Award Period

- At the conclusion of the approval process, Title II, Part D, funds are released to school divisions on a reimbursement basis. The full grant award period is July 1, 2008, through September 30, 2009. All funds must be encumbered by September 30, 2009, and final reimbursements submitted by December 30, 2009. Requests for extensions will be evaluated on a case by case basis and must be submitted before September 30, 2009.
- If the 2008-2009 allocation amounts are not available to school divisions by the application submission date, the 2007-2008 Title II, Part D, allocation may be used as the tentative budget amount. When the school division's final 2008-2009, federal allocations have been received, applicants should follow the electronic amendment process outlined in the online technical assistance document located at <http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>.

Appendix A: General Assurances and Program Specific Assurances

- Assurances represent policies, procedures, and activities that must be developed by the school division to carry out the provisions of the law. The "General Assurances and Program Specific Assurances" are located at the end of this document and must be retained at the division level.
- **THE SUPERINTENDENT/DESIGNEE'S AND BOARD CHAIRPERSON'S SIGNATURES ON THE APPLICATION COVER PAGE CERTIFY THAT THE LOCAL EDUCATIONAL AGENCY WILL IMPLEMENT THE GENERAL AND PROGRAM SPECIFIC ASSURANCES. THE SIGNED ORIGINAL OF THE APPLICATION COVER PAGE MUST BE RETAINED AT THE DIVISION LEVEL.**

Instructions for Electronic Completion and Submission of Application

- The application has been created in a Microsoft Excel format. Users can enter information only in areas of the application in which a white box appears. Use the "Tab" key to move from box to box. **Do not** use the "Enter" key to advance to the next box.
- The completed application must be saved as an Excel document with the following name: "XXXEDTECH08-09.xls" (The "XXX" should be replaced by the three-digit LEA/Payee Code for your particular division). For example, Accomack County's Title II, Part D, application should be saved as "001EDTECH08-09.xls" in the electronic files for the school division.
- The completed application should be uploaded to the OMEGA system by selecting the appropriate options to indicate the type of application (individual or consolidated) and then the appropriate federal program(s) in the application(s).
- OMEGA can be accessed through the Virginia Department of Education (VDOE) Single Sign-on for Web System (SSWS) located at: <https://p1pe.doe.virginia.gov/ssws/login.page.do>.
- A log-in ID and password are necessary to access the system.
- Additional information and guidance regarding the submission of the application using OMEGA can be found in the technical assistance document at: <http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>. If additional technical support is needed, please e-mail OMEGA.Support@doe.virginia.gov or call (804) 371-0993.
- All other correspondence should be directed to Mark Saunders, education technology specialist, at Mark.Saunders@doe.virginia.gov or at (804) 786-0307.

Professional Development Waiver

A school division seeking a waiver of the 25 percent expenditure requirement for professional development must include evidence that the technology professional development program:

1. Establishes clear performance goals relevant to the Technology Standards for Instructional Personnel;
2. Promotes continuous growth;
3. Is locally supported with substantial resources;
4. Reflects collaborative planning;
5. Reflects best available research and practice;
6. Is provided to all teachers in the core academic subjects, library media specialists, and principals; and
7. Focuses on integration and the use of advanced and emerging technologies in instruction.

Instructions for Completing the Application

A. Cover Page (Pages 1-2)

1. The applicant will complete the school division information section. Click the drop down box that appears at the end of the Applicant (Legal Name of Agency) and locate your school division name. Click on your school division name. This feature will automatically insert your school division name and number throughout the application.
2. The local school board must review and approve the application prior to submission to the Virginia Department of Education.
3. The designated division representative should complete the Local Educational Agency Certification by securing all appropriate signatures and by indicating the date of the school board meeting.
4. Once you have clicked on your school division name, on page 2 the 2008-2009 funding allocations will appear in the boxes in the column labeled 2008-2009 Allocation. A “yes” or “no” will also appear in the column marked 2007-2008 Consolidated Application.
5. In the column to the right labeled, 2008-2009 Allocation Total, enter your school division’s allocations for Title II, Part D, included in the 2008-2009 Individual Applications. If you do not have your 2008-2009 allocation, use the 2007-2008 amount.

B. Measurable Objectives (Pages 4-6)

Beginning on page 4, provide the following information in each of the three tables. Each table is identified with one of the three goals of the Educational Technology program. A sample is provided on page 4 of the application.

- For each of the goals of the Educational Technology program, indicate your project objectives.
- For each objective, specify activities/strategies that will be employed to meet the objectives.
- For each strategy indicate the methods that will be used to show evidence of follow-up in the classroom.
- Show the expenditure for each strategy/activity.

A definition and examples of measurable objectives are listed below.

What is a Measurable Objective?

A measurable objective has four components:

1. Subject (Who is the target or focus?);
2. Behavior (What will be changed/improved?);
3. Specific criteria for assessing improvement, readiness, or achievement; and
4. Time period for performance or assessment.

Examples:

1. In the spring of 2008, 85 percent of the fifth-grade students taking the Standards of Learning writing test will score 400 or higher.

C. Budget (Pages 7-11)

1. The budget should demonstrate a logical connection to the goals and be specific enough to indicate relationship to the proposed activities, priorities, and focus for funding. This section should also include a description explaining in-kind support or funding provided by partners in the project and the cost of the evaluation.
2. The “Expenditure Accounts Description” provides definitions for the object codes. Please review carefully.
3. Complete the following budget forms:
 - Budget Summary
 - Justification for Purchased/Contracted Services – Object Code 3000
 - Justification for Professional Development – Object Code 3000
 - Justification for Internal Services – Object Code 4000
 - Justification for Travel Cost – Object Code 5000
 - Justification for Materials and Supplies – Object Code 6000
 - Justification for Capital Outlay – Object Code 8000

ASSURANCES

The assurances should be kept on file in the division.

GENERAL ASSURANCES

Title I, Part A	– Improving Basic Programs Operated by Local Educational Agencies
Title I, Part C	– Education of Migratory Children
Title I, Part D, Subpart 2	– Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
Title II, Part A	– Teacher and Principal Training and Recruiting Fund
Title II, Part D	– Enhancing Education Through Technology
Title III, Part A	– English Language Acquisition, Language Enhancement and Academic Achievement
Title IV, Part A	– Safe and Drug-Free Schools and Communities
Title VI, Part B, Subpart 2	– Rural and Low-Income School Program

The school division assures:

- I. Each program will be administered in accordance with all applicable statutes, regulations, program plans, and applications;
- II. The control of funds provided under each program and title to property acquired with program funds will be in a public agency, a nonprofit private agency, institution, organization, or an Indian tribe, if the law authorizing the program provides for assistance to those entities;
- III. The public agency, nonprofit private agency, institution, or organization, or Indian tribe, will administer those funds and property to the extent required by the authorizing statutes;
- IV. It will adopt and use proper methods of administering each program, including—
 - A. The enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program.
 - B. The correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation and that:
 1. It will maintain fiscal effort in support of free public education;
 2. It will provide services with state and local funds that are at least comparable to services provided in schools and areas not receiving special federal funds;
 3. The majority of the resources in the school division are derived from non-federal funds;
 4. It is in compliance with the requirements regarding school prayer as specified in P. L. 107-110, Title IX, Section 9524;
 5. It will comply with the audit requirements for each program;
 6. The federal funds are used to supplement, not supplant regular non-federal funds;
 7. It will cooperate in carrying out any evaluation of each program conducted by or for the state educational agency, the Secretary, or other federal officials;
 8. It will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to the applicant under each program;
 9. It will submit such reports to the state educational agency (which shall make the reports available to the Governor) and the Secretary of Education as the state educational agency and Secretary may require to enable the state educational agency and the Secretary to perform their duties under each program;
 10. It will maintain such records for five years, provide such information, and afford such access to the records as the state educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the state educational agency's or the Secretary's duties;
 11. It consulted with teachers, school administrators, parents, members of the community, nonprofit organizations and other interested parties in the development of this plan;
 12. It afforded a reasonable opportunity for public comment on the plan or application and considered such comment before the application was submitted;
 13. It is in compliance with the requirement regarding equal access to public school facilities as specified in P. L. 107-110, Title IX, Section 9525;
 14. It will comply with the other application requirements outlined in Section 9501. Private School Children; Section 9502. Bypass; and

Section 9521. Maintenance of Effort under Title IX – General Provisions.

15. It will notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
 - a) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
 - c) whether the child is provided services by paraprofessionals and, if so, their qualifications; and
 - d) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 16. It will provide information in an understandable and uniform format and, to the extent practicable, be provided in a language that the parents can understand;
 17. It will ensure that funds are expended in accordance with the school division's approved application or amended application. In the event the local division needs to expend funds in any manner other than stipulated in the approved application, the plan must be amended using the amendment process provided by the Department of Education. The application must be amended before funds can be expended for activities not approved in the original application;
- C. That it will collect and disseminate information collected under Section 1111 in a manner that protects the privacy of individuals.
 - D. That it will abide by the School Improvement provisions of Title I, Section 1116, that include among other requirements, the provisions of public school choice and supplemental educational services, as appropriate, for schools identified for Title I School Improvement.
 - E. That it will abide by the LEA Improvement provisions of Title I, Section 1116, as appropriate, for divisions that are identified for LEA Improvement.
- V. The division shall comply with Section 22.1-277.01, of the Code of Virginia that requires the expulsion for one year of any student determined to have brought a firearm to school. A description of each incident, the name of the school concerned, the number of students expelled from each school, and the type of firearm used in each instance of expulsion will be reported to the Virginia Department of Education in compliance with provisions under Section 4141 of Title IV. This agency has a policy that requires referral to the criminal justice or the juvenile delinquency system of any student who brings a firearm or weapon to school;
 - VI. It will participate, if selected, in the state National Assessment of Educational Progress in 4th and 8th grade reading and mathematics carried out under Section 411(b)(2) of the National Education Statistics Act of 1994.

PROGRAM SPECIFIC ASSURANCES

Title II, Part D, Enhancing Education Through Technology Program Assurances

The school division agrees to:

- I. Comply with all guidelines, procedures, and requirements for the Title II, Part D, Phase II subgrant renewal (due September 30, 2008). Programs and projects funded in total or in part through this grant will operate in compliance with state and federal laws and regulations. This assurance constitutes a condition for continued reimbursement of applicable federal funds. Failure to fully comply with this assurance can be considered a violation and may result in delay or withholding of federal reimbursements.
- II. Use not less than 25 percent of the funds to provide high-quality professional development as outlined in Section 2416 (Appendix A).
- III. Retain title and control of property and equipment purchased under this title.
- IV. Develop a plan that is consistent with the requirements of Section 2416, Part B (Appendix A).
- V. Have an approved educational technology plan that is consistent with the current state educational technology plan (<http://www.doe.virginia.gov/VDOE/Technology/plan2003-09.pdf>).
- VI. Keep records and provide information to the Virginia Department of Education (VDOE) as may be required for program evaluation and progress reports.
- VII. Establish and maintain fiscal control and fund accounting procedures as set forth in 34 Code of Federal Regulations (CFR) Parts 76 and 80 and in applicable state law and regulations.
- VIII. Obtain prior approval from the VDOE program officer before implementing any programmatic changes with respect to the purpose for which the grant was awarded.
- IX. Adhere to all copyright laws and restrictions.
- X. Obtain any licenses or clearances that may be necessary for installing equipment or utilizing software.