

**Office of Adult
Education and
Literacy**

Application Packet
for
Learn and Serve Virginia K-12 Programs
Competitive Grant

2002-2003

Please keep a copy of this document for future reference.
All Financial Officers should receive a copy of this document.

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ANNOUNCEMENT OF FUNDING AVAILABILITY

The Virginia Department of Education announces that the Office of Adult Education and Literacy will make funds available through a grant to support school-based, service-learning in Virginia school divisions, grades K-12. Competitive grant applications from school divisions are being invited under this announcement.

ISSUED TO: School Divisions in Virginia

TITLE: **Learn and Serve Virginia K-12 School-Based, Service-Learning Programs**

ISSUING AGENCY: Commonwealth of Virginia
Department of Education
Office of Adult Education and Literacy
P. O. Box 2120
Richmond, VA 23218-2120

FUNDING AUTHORITY: Corporation for National Service through a grant to the Virginia Department of Education. Legislative and regulatory authority by and subject to the National and Community Services Act of 1990, as amended, (42 U.S.C. - 12501 et seq.); and, 45 CFR, Part 2510 et seq., and Section 191 of the National and Community Service Trust Act of 1993 (42 U.S.C., 12651).

SUBGRANT PERIOD: September 16, 2002 - June 30, 2003

SUBGRANT AMOUNT: Maximum \$25,000

SUBMISSION DEADLINE: August 19, 2002

RECEIPT OF APPLICATIONS

Applications must be received no later than **4:30 p.m., August 19, 2002**. The application package (one original and four copies) may be mailed or delivered to the following addresses:

Hand-Delivery

Mrs. Gloria Murphy, Administrative Assistant
Office of Adult Education and Literacy
James Monroe Building, 21st Floor
101 North 14th Street
Richmond, VA 23219

Postal Address

Dr. Yvonne Thayer, Director
Office of Adult Education and Literacy
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120

No faxed or electronically mailed applications will be accepted. Late or incomplete proposals will not be reviewed. The application must include all components specified in the "Learn and Serve Virginia K-12 Programs Competitive Grant Application Packet." Copies of the packet are available from the Department of Education. Please call the Office of Adult Education and Literacy at 804-225-2075 between 8:00 a.m. and 4:30 p.m. For program information about the competitive grant opportunity, please contact Jennifer Stuart, state program coordinator, at 804-786-7644; for financial information about this competitive grant opportunity, please contact Becky Marable, grants manager, at 804-225-2850.

ADMINISTRATION

The Office of Adult Education and Literacy, Virginia Department of Education, administers the Learn and Serve Virginia K-12 Programs. Becky Marable, grants manager, will provide fiscal management assistance; technical assistance will be provided by Jennifer Stuart, state program coordinator. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The Office of Adult Education and Literacy is located at:

Street or Hand-Delivery Address

101 N. Fourteenth Street, 21st Floor
Richmond, VA 23219

Postal Address

P.O. Box 2120
Richmond, VA 23218-2120

The Virginia Department of Education does not unlawfully discriminate on the basis of sex, race, color, religion, handicapping conditions or national origin in employment or in its educational programs and activities.

PURPOSE

Learn and Serve America funds programs to develop good citizens, improve educational systems and academic achievement, and create positive community change through partnerships with local, state, non-profit, and private sector organizations.

FUNDING PRIORITIES

Service learning is an educational method which engages young people in service to their communities as a means of enriching their academic learning, promoting personal and career growth, and developing the skills needed for productive citizenship.

AVAILABLE FUNDING

All Learn and Serve Virginia K-12 Program competitive subgrants are contingent upon the availability of federal funding by the Corporation for National and Community Service. Competitive subgrants will be made for a term of one year, beginning with the 2002-2003 school/project year, which is September 16, 2002 - June 30, 2003.

ELIGIBLE APPLICANTS

School divisions in Virginia are eligible to apply for the competitive subgrant. School and community partnerships are required. Partnerships that include a school division and one or more public or private non-profit organizations, other educational agencies, or private for-profit businesses are the only entities eligible to apply for subgrants to implement, operate, or expand school-based, service-learning projects. The school division must act as fiscal agent and applicant.

APPROPRIATE USE OF FUNDS

The focus of the 2002-2003 Competitive Grant Application will be the development of a school-based, service-learning project that will support high academic standards, such as those outlined in Virginia's Standards of Learning.

GUIDELINES FOR SUBMITTING A COMPETITIVE GRANT APPLICATION

An application, prepared in accordance with the criteria, guidelines, and forms contained in this packet, must be submitted to the Office of Adult Education and Literacy, Virginia Department of Education, **no later than 4:30 p.m., August 19, 2002**, at the address above. Applications may be mailed or hand-carried. **Under no circumstances may an application be faxed or electronically mailed.**

One original signature and **four copies** of the application must be submitted. Applications must be typewritten, doubled-spaced, on 8 _ by 11 white paper, one side only. One-inch margins must surround the text on all sides, and all pages must be numbered. Print size must be a minimum 12 point. Please note the page limitations. Signatures must be in blue ink.

Please note that failure to comply with the criteria, guidelines, and requirements listed in this packet may result in disqualification for review by the panel. It is the responsibility of the applicant to follow the instructions within this packet and to call the Office of Adult Education and Literacy for clarification at 804-225-2075.

SERVICE-LEARNING PROGRAM INFORMATION

Corporation for National Service

The Corporation for National Service was established in 1993 to engage Americans of all ages and backgrounds in community-based service. It supports a range of national and community service programs, providing opportunities for participants to serve full-time, with or without pay, as individuals or as part of a team. Learn and Serve America is one of the Corporation's several funding streams and integrates service into the academic life of over 800,000 students in 50 states.

The Corporation is an independent agency and not attached to other government agencies. It was established under section 191 of the National and Community Service Trust Act of 1993 (42USC, 12651). The Corporation is considered to be the grantor agency for Learn and Serve America funds. Regulations governing the use of Corporation funds can be found in the Federal Register of March 23, 1994 (45 CFR2515-2519).

Learn and Serve America is composed of higher education, school, and community-based programs. Successful grant projects are expected to address and help meet local community needs in the areas of education, public safety, environment, or other human needs.

Learn and Serve America funds programs to develop good citizens, improve the educational systems and academic achievements, and create positive community change through partnerships with local, state, non-profit, and private sector organizations.

School-based service learning, in particular, seeks to integrate a locally developed community service philosophy and activities into academic curricula. In a school-based, service-learning environment, academic studies provide the basis for skill development. Students apply newly-learned skills to problem solving within their communities in a realistic and practical way, thus reinforcing learning and emphasizing accountability for the learning gained from the activity.

Service-Learning as an Educational Methodology

Service-Learning is an educational methodology which engages young people in service to their communities as a means of enriching academic learning, promoting personal/career growth, and helping to develop the skills needed for productive citizenship. Toward these goals, the Corporation for National Service funds state-level programs that:

- Encourage elementary and secondary school teachers and community-based agencies to create, develop, and offer service-learning opportunities for all school-aged youth;
- Educate teachers about service-learning and incorporate service-learning opportunities into classrooms to enhance academic learning;
- Introduce young people to a broad range of careers and expose them to further education and training;

- Encourage school divisions to hire service-learning coordinators to assist with identifying community partners and implementing school-based, service-learning programs;
- Provide technical assistance and information to facilitate the training of teachers who want to use service-learning in their classrooms; and
- Assist local partnerships in planning, developing, and implementing service-learning projects.

Learn and Serve Virginia K-12

In 1992, Virginia received a grant to pilot the service-learning concept in Virginia and assist with the development of some of the concepts we find common in school-based, service-learning projects across the United States.

In 1993, Virginia received its first three-year grant to implement, operate and expand school-based, service-learning projects through local partnerships. As a result of this effort, Virginia has served approximately 25,000 at-risk youth in 30 school divisions and many youth in the state's correctional facilities. During the three-year grant period, participating school division projects went from 90% dependence on corporate funds to the level of 60% corporate funding.

In 2000, Virginia applied for a three-year state grant to fund the school-based, service-learning projects within school divisions. The Virginia Department of Education, acting as fiscal agent for the program, made funds available to Virginia's school divisions that form local partnerships to carry out service-learning projects. Thirty subgrants were funded for 2001-2002.

The focus of the 2002-2003 Competitive Grant Application will be the development of a school-based, service-learning project that will support high academic standards, such as those outlined in Virginia's Standards of Learning.

Partnerships

School and community partnerships are required. Partnerships that include a school division and one or more public or private non-profit organizations, other educational agencies, or private for-profit businesses are the only entities eligible to apply for subgrants to implement, operate, or expand school-based, service-learning projects. The school divisions must act as fiscal agent and applicant. Partnerships are defined as follows:

- (a) Partnerships may be formed with public or private non-profit organizations. Such organizations must have demonstrated expertise in meeting educational, public safety, human or environmental needs; and such non-profit organizations must have been in existence for at least one year before applying for a subgrant; and
- (b) Partnerships may include private or for-profit businesses or private elementary or secondary schools, as long as these meet the same criteria.

Sample Projects for Service-Learning

Learn and Serve funds may be used for a wide range of activities. A description of some projects currently in Virginia and the nation are:

- Students teaching parents how to use educational materials with young children, in collaboration with a Head Start program, Even Start program, Family Literacy program or Americorps project.
- Students publishing information regarding solutions, ideas, and statistics about a community problem through their local cable access channel or on the Internet.
- Students developing and implementing a comprehensive needs and interest assessment of the school division and community to determine what type of project should be put in place for next semester or next school year.
- Students building life-sized replicas of buildings and other artifacts from local history in conjunction with the local science museum.
- Science classes testing the local water supply in homes of the elderly in cooperation with a city agency to provide cleaner water to the community.

Projects Related to Virginia's Standards of Learning

Each funded project will address, as part of its purpose, academic standards. The applicant must demonstrate that the project supports Virginia's Standards of Learning. The core curriculum areas and stated purpose provide themes around which projects may be centered. Project goals and objectives must identify the curriculum area(s) to be addressed and must contain a plan for improving or increasing student academic achievement.

PROJECT REQUIREMENTS

Subgrant recipients should review all project requirements to assure that their project plans have incorporated all the appropriate requirements.

Participants

The subgrant recipient must assure that participants receive the training, skills, knowledge, and supervision necessary to perform the tasks required in their service-learning projects. In addition, the subgrant recipient must assure that the project provides participants with an opportunity to reflect on their service-learning experiences.

Staff

The subgrant recipient must assure that a minimum of one person representing the project implementation staff will attend a required staff meeting in the fall of 2002 and a required institute in the spring of 2003. Costs related to these meetings must be paid by the subgrantee either from the 2002-2003 grant or from local funds.

The subgrant recipient must maintain confidentiality of information regarding individual participants and service recipients. The subgrantee may release aggregate and other non-identifying information and is required to release information to the Virginia Department of Education and its designated contractors. The subgrantee may disclose individual participant information with prior consent.

Data Collection and Record Maintenance

The subgrant recipient must cooperate fully with all Virginia Department of Education project evaluation activities, such as the collection of participant data and other information required by the Corporation for National and Community Service.

The subgrant recipient must maintain adequate supporting documentation for three years from the date of submission to the final award's ending date for each expenditure (federal, non-federal, and in-kind contributions) made under a grant. In addition, subgrant recipients must guarantee the availability and accessibility of records, supporting documentation, statistical records, evaluation data, participant information and personnel records. Signed time and attendance records must support salaries and wages charged directly to a grant for each employee and by documented payrolls. Fixed administrative costs may be charged in lieu of indirect cost rates.

The subgrant recipient must comply with all other applicable statutes, executive orders, regulations, and policies governing the Learn and Serve America program, including, but not limited to, those cited in these grant provisions and those cited in 45 CFR Parts 2541, 2542, and 2543.

Publications

Publications created by the subgrant recipient may include a Learn and Serve logo if they are consistent with the purposes of the grant. The subgrantee, however, is responsible for assuring that acknowledgment and disclaimer statements appear in external reports and publications that are based upon work supported by grants. The following statements should be used:

- *This material is based on work supported by the Corporation for National Service, through the Virginia Department of Education, under a Learn and Serve Virginia subgrant, award number 00LSFVA110. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of the Corporation, the Learn and Serve America program, or the Virginia Department of Education.*
- *The (school division) does not unlawfully discriminate on the basis of gender, race, color, religion, disabilities, or natural origin in employment or in its educational programs and activities.*

PROGRAM MONITORING

The participating projects will be monitored during the current year of operations. Monitoring will focus on the quality of service activities, program goals and objectives, management effectiveness, and will include one site visit by the program coordinator. An end-of-the year report must be submitted as part of the monitoring process, using the form sent by the Virginia Department of Education. The department will contact the school division to set up an appointment for an on-site visit.

All records regarding a funded project must be kept on file for a minimum of three years.

For a copy of the Learn and Serve Virginia K-12 Monitoring Report, please contact Jennifer Stuart at the Virginia Department of Education by calling (804) 786-7644.

REPORTING AND DELIVERY REQUIREMENTS

- Evaluation instrument and plan must be submitted.
- A final report must be submitted.
- Monthly and/or quarterly Requests for Reimbursement and Project Expenditure Ledger must be submitted to request reimbursement for project expenditures and to certify local match for Learn and Serve funds requested.
- A written response to a Program Monitoring Report may be required to be submitted in the fall of 2003 for the project conducted in 2002-2003.
- As needed, other materials/reports must be completed to comply with Corporation requirements.

FUNDING GUIDELINES

Applicable federal administrative requirements, cost principles, and audit requirements are incorporated into each subgrant award by original signatories appearing on the Application Cover Page of this Competitive Grant Application packet. For educational institutions, the following apply:

1. Uniform Administrative Requirements for Grants and Agreements to State and Local Governments, 45 CFR, Part 2541 (59 Fed. Reg. 155, published August 12, 1994).
2. OMB Circular A-87, Cost Principles of State and Local Governments.
3. OMB Circular A-133, Audits of State and Local Governments and Non-Profit Organizations.
4. It is the responsibility of the grantee to maintain adequate liability coverage for itself, its employees and the participants for both on-site and off-site activities related to a funded project.

Subgrant recipients must comply with all other applicable statutes, executive orders, regulations, and policies governing the Learn and Serve America program, including, but not limited to, those cited in these subgrant provisions, the subgrant award certifications and compliance statements, and those cited in 45 CFR Parts 2541, 2542, and 2543.

Matching

There is a 100 percent match requirement. Each subgrant recipient must guarantee that federal dollars will be used to pay for no more than 50 percent of the project cost. If the subgrantee receives \$8,000 grant funds, the local match must equal the \$8,000. The local match may be from local, state, or federal funds, other than those made available through the Corporation for National Service.

Expenditures

Funds may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization; to assist, promote, or deter union organizing; to finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office; or to impair existing contracts for services or collective bargaining agreements.

Stipends, allowances, post-service benefits, or other financial support may not be paid to any project participant, except as reimbursement for transportation, meals and other reasonable out-of-pocket expenses directly related to project participation. Minor expenses for identification of service-learning participants or recognition of excellent or outstanding participant service is allowable.

Reimbursement

The Virginia Department of Education will reimburse a school division for expenses incurred by operating a funded project. School divisions will be asked to submit a Request for Reimbursement for Learn and Serve Virginia K-12 along with a Matching Funds Certificate form throughout the term of the grant. Indirect costs are not reimbursable, and administrative costs should be used as matching dollars.

Termination or Suspension

In emergency situations, the Virginia Department of Education may suspend a subgrant for not more than 30 calendar days. Examples of such situations may include, but are not limited to: serious risk to persons or property; violations of federal, state, or local criminal statutes; and material violations of the grant that are sufficiently serious to outweigh the general policy in favor of advance notice and opportunity to show cause.

Pursuant to 45 CFR 2540.400, the Virginia Department of Education may terminate reimbursement payments under the grant, or revoke grant funds for failure to comply with applicable provisions of this grant. The department shall provide the subgrantee reasonable notice and opportunity for a full and fair hearing within 60 days of receipt of such notice.

Certifications and Assurances

These materials are required for Corporation for National Service grantees and subgrantees. Please read through the narrative. Return the entire signed set of certification and assurance forms. This set should be attached as the last item in the application.

SELECTION CRITERIA

The Office of Adult Education and Literacy will select an interdisciplinary panel of professional reviewers. These individuals will review all applications submitted in compliance with the instructions and information contained in this Competitive Grant Application. They will review proposals with particular emphasis on the following concepts:

- (1) Integration of service learning into existing school curricula, especially those projects which address Virginia's Standards of Learning in a vital way;
- (2) Projects that have developed links with other federal programs for the purpose of coordinating services to students, especially those involving school-to-work and career and technical education;
- (3) Projects that ensure the inclusion of a broad range of students, especially those in the greatest need of assistance, such as projects targeting low-income areas or addressing illiteracy;
- (4) Projects that demonstrate innovation, replicability, and sustainability over time.

The review panel will rate each proposal based on the following criteria:

- A. Project Plan (30 points)
 - Meets community needs and involves students and community individuals from diverse backgrounds (including students who are economically disadvantaged and students with disabilities) who will serve together to explore and potentially resolve community problems and/or promote academic achievement;
 - Includes goals, objectives, and activities of the plan that are appropriate and effective vehicles for promoting school-based, service-learning projects to enhance student achievement;
 - Supports Virginia's Standards of Learning; and
 - Provides for productive and meaningful educational experiences that incorporate service-learning strategies in the teaching methodology.
- B. Partnerships (10 points)
 - Are clearly defined by the proposal;
 - Meet the criteria for a school and community partnership;
 - Demonstrate that partners are involved in the development and implementation of the plan in meaningful and appropriate ways; and
 - Demonstrate that the partner has acknowledged the intent of the school division to apply for project funding, is aware of its role in the project, and is willing to participate.

- C. Enhancement of Academic Achievement (10 points)
- Clearly identifies the means by which the project strengthens students' academic achievement related to the Standards of Learning;
 - Builds upon and is integrated into existing curricula; and
 - Targets students from a broad range of backgrounds and academic need.
- D. Evaluation (20 points)
- Demonstrates plan for statistical as well as narrative data to be collected in a systemic fashion through the term of the project; and
 - Clearly states expected impact on participants, school and community.
- E. Sustainability (20 points)
- Demonstrates that financial resources will be available to continue the service-learning effort after the expiration of the subgrant;
 - Fosters collaborative efforts within the school and/or school divisions, with local/state government agencies, businesses, community-based agencies, civic organizations, etc.;
 - Demonstrates potential for broad-based partnerships and community support; and
 - Provides for the integration of service learning into existing curriculum.
- F. Innovation and Replicability (10 points)
- Provides means for advancing knowledge about how to do effective and innovative service learning;
 - Enhances the effort within school divisions; and
 - Demonstrates that others will be assisted in learning from experience and replicating the project concept.

INSTRUCTIONS FOR DEVELOPING A PROPOSAL

COVER PAGE (One page)

The Application Cover Page should be the first page of the application packet.

ABSTRACT (One page)

Attach a one-page, double-spaced summary following the Application Cover Page. The abstract should describe:

- Project goals and objectives
- Anticipated impact on students, school, and community
- Anticipated number of students and teachers
- Target audience
- Major activities
- School division, project name, address for project site
- Project director, phone and fax numbers, and e-mail address (required)

PROGRAM NARRATIVE (Five pages)

This portion of the application, not to exceed five typed, double-spaced pages, should include a one-year plan that describes how the applicant will promote, manage, and evaluate a school-based, service-learning project. The program narrative must describe the project's:

- Needs, goals, objectives, and activities
- Teaching methodology and connection to Virginia's Standards of Learning
- Linkage with other federal programs
- Local partnership(s) and how partner(s) will tie-in with the activities of the project
- Evaluation plan and how impact will be measured
- Innovation and replication
- Potential to become self-sustaining

Needs, goals, objectives, and activities

Describe the process that will be used to determine the need for a project and a partnership. Describe how the partners will be selected. Describe how the project addresses the unmet need(s) of the school/community. Describe the geographical area to be served and how the participants will be selected to ensure that a demographically broad range of students will be served. State the number of anticipated participants for a one-year period. Describe each major goal and its related objectives in addressing the need(s).

Prepare an activity timeline for each objective.

Service-Learning Teaching Methodology and Virginia's Standards of Learning

Describe how this teaching methodology enriches academic learning for students and how students will benefit on personal, career, and social levels. Describe how the project is integrated into local school curricula and the connection with Virginia's Standards of Learning. Describe how students construct real life connections between academics and civic responsibility.

Linkage with other federal programs

Describe how the project will coordinate efforts with other federal programs at the building and/or community level.

Local partnership(s) and how partners will link with the activities of the project

Describe specific details of partnership agreements with the community and/or other agencies. How will partners connect with the activities of the project? Describe how the community and/or partners will benefit from this project. How will youth be included in the planning of this project?

Evaluation plan and how impact will be measured

How will the impact of the project be measured? Your evaluation plan must include statistical and narrative data that will measure participant, school, and community impacts.

Innovation and replication

How will the project share information regarding service-learning practices? How will the project participants publicize their model and experiences to others within the school division as well as the community?

Potential to become self-sustaining

What strategies will be incorporated to ensure that the concept of service learning will become an integral part of the existing curriculum? How will the project become financially independent? Describe resources that will continue to improve your knowledge of service learning as a teaching methodology.

BUDGET FORM AND INSTRUCTIONS (Three Pages)

I. Budget Narrative

Describe in paragraph form how the funds will address the project plan, goals, and objectives. There should be consistency between the narrative budget and the project plan, goals, and objectives.

II. Budget Worksheet

Develop a budget worksheet relevant to the program objectives that includes line items under each category and corresponding object codes.

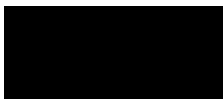
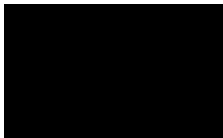
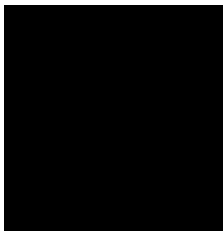
III. Budget Summary

Complete the Budget Summary form.

SUPPORT MATERIALS

Provide resumes and job descriptions of project staff.
Include a set of support letters and/or materials from your partners.

No points are awarded for this section, although lack of community partner letters will reduce the number of points under “Partnerships/Linkages.” These materials support your school or school division’s overall ability to successfully implement a project plan. This section may include such items as additional information about the school division’s partners or printed articles about previous service-learning projects, etc. Please do not include videotapes, scrapbooks, or cassette tapes.



**Office of
Adult Education and
Literacy**

Application and Instructions

Competitive Grant Application for Virginia Learn and Serve America K-12, 2002-2003
Commonwealth of Virginia
Department of Education
Office of Adult Education and Literacy

APPLICATION COVER PAGE

1. Project Title: _____

2. Applicant (Fiscal Agent): _____

Address: _____

Phone: _____ Fax: _____

3. Anticipated Number of Youth Participants: _____

4. Total funds requested for current fiscal year: \$ _____

5. Amount contributed by applicant (local match): \$ _____

6. Amount contributed from other sources (optional): \$ _____

7. Total Project Budget, 2002-2003: \$ _____

8. Project Director or Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: (required) _____

In acknowledgment and acceptance of the stated funding guidelines and project requirements:

9. **Financial Officer:**

Superintendent:

Printed Name

Printed Name

Signature

Signature

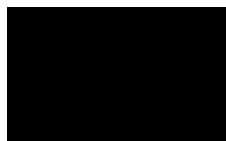
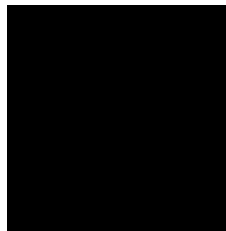
Date

Date

Instructions for Completing Application Cover Page

The Application Cover Page should be the first page of your application.

1. If the project has a formal name, use it here. If not, write “School-Based Project for (Name of School Division).”
2. List the name of the division serving as fiscal agent for the project.
3. List the number of student participants anticipated for 2002-2003.
4. An amount may be requested up to \$25,000, depending on the scope of the project outlined in the 2002-2003 Project Plan. This will be the amount that will be reimbursed by the Virginia Department of Education.
5. This amount must be equal to or greater than the amount on line 4. The match for 2002-2003 is 50% of the cost of the program, so \$25,000 is the minimum match for a request of \$25,000 (dollar for dollar match).
6. List any funds that are to be contributed from resources outside of the school division. (This may be zero.)
7. Total budget is the sum of lines 4, 5, and 6.
8. List the information needed to contact the person directly responsible for the supervision of the project. During the project year, this person will receive the various forms of written communication from technical assistance, evaluation, and Virginia Department of Education personnel.
9. Both the Financial Officer and the Superintendent of the school division serving as fiscal agent for the project must sign and date this page in blue ink.



Office of
Adult Education and
Literacy

Budget Forms and Instructions

**Learn and Serve Virginia K-12
Commonwealth of Virginia
Department of Education
Office of Adult Education and Literacy**

BUDGET SUMMARY

Fiscal Agent Name: _____

Category Totals 2002-2003		
Expenditure Categories	Learn and Serve Funds Requested	Local Match
1. Personal Services		
2. Employee Benefits		
3. Purchased Services		
4. Internal Services		
5. Other Charges		
6. Materials and Supplies		
Total		

Note: Capital Outlay is not an allowable Learn and Serve expenditure.

Budget Worksheet

Develop a budget worksheet, relevant to project plan, goals, and objectives, that includes line items under each expenditure category and corresponding object code. Also complete the enclosed budget summary form that includes expenditure accounts. Please remember that there must be a 100 percent match.

Budget Narrative

Describe how the Learn and Serve funds will address the project plan, goals, and objectives. List and describe projected federal and matching expenses in as much detail as possible. There is a minimum 100 percent match requirement for this subgrant. The greater the amount of match, the greater potential the project will demonstrate for its future sustainability.

Instructions for Completing Budget Narrative, Budget Worksheet, and Summary Budget

The Department of Education suggests specific expenditure categories for all Learn and Serve project budgets. These are explained on the next page. Please comply with the definitions in developing your summary budget, worksheet, and budget narrative. The narrative is the written explanation of how each budget item supports your project objectives. Remember to round to the nearest whole dollar.

The maximum amount for which you may apply is \$25,000.

Budget Narrative

List and describe projected federal and matching expenses and how the funds will be used and address the project plan, goals, and objectives. There is a minimum 100 percent match requirement.

Please note that there are no provisions for charging administrative expenses or indirect costs to this project. Administrative costs may be used as a matching contribution. To claim indirect cost as a matching contribution, the school division must have an approved indirect cost rate on file with the Department of Education prior to making application for a subgrant under Learn and Serve Virginia K-12. Attach both your federal and matching narrative pages to your Summary Budget page.

Budget Worksheet

Develop a budget worksheet relevant to project plans, goals, and objectives that include line items under each expenditure category and corresponding object code. For explanations of each category, see page entitled "Expenditure Categories." Special note: All applicants are encouraged to include in the budget sufficient funds to cover the costs of attending one required project directors' meeting and a conference.

Please note and observe the restrictions contained in the information listed below.

Mileage, lodging, and meals will be limited to no more than the current state rate. (Current mileage rate is .325 per mile.)

The following are examples of items that are not allowable in a project budget:

- a. Alterations or renovations of buildings;
- b. Construction of buildings or purchase of land or buildings;
- c. Dues paid to organizations on behalf of individuals;
- d. Charges for meals, banquets, coffee breaks, etc., unless a structured part of the project plan with good justification;

- e. Establishment of contingency or petty cash funds; and
- f. Entertainment.

Budget Summary

1. Be sure to include the name of the fiscal agent for the project and the school division(s) name(s) if not the fiscal agent.
2. In the column for Learn and Serve Funds Requested list the total anticipated expenditure in each of the six categories. For explanations of each category, see next page, entitled “Expenditure Categories.”
3. In the column for Local Match list the local match total for each category. A direct match does not have to occur. For example, the match under “Personal Services” might be the match for the entire amount of federal funds requested.

For explanations of the types of funds allowable as matching, see “Guidelines for Developing Matching Funds.”

4. Total each column horizontally.

Note: The totals here must match the totals listed in the Budget Worksheet. The two sample narratives provided in this packet will serve as guides for completing the narratives that will be attached to this summary page. The worksheet details the total expenditures listed within each of the budget categories.

EXPENDITURE CATEGORIES

1000 Personal Services

(Salaries & Wages) All compensation for the direct labor of persons in employment of the local agency. Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential, and similar compensation. Also includes payment for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.) which are earned during the reporting period.

2000 Employee Benefits

Job-related benefits provided employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, death, disability income, etc.) and employee allowances.

3000 Purchased Services

Services acquired from outside sources (i.e., private vendors, tuition, client/participant travel, day care, public authorities or other governmental entities).

4000 Internal Services

Charges from an Internal Service Fund to other activities or elements of the local government (i.e., data processing, automotive/motor pool, central purchasing, or print shop).

5000 Other Charges

Utilities, communications, insurance, leases/rentals, staff/consultant travel, indirect cost or miscellaneous. (Mileage, lodging, and meals will be limited to no more than the current state approved rate.)

6000 Materials and Supplies

Includes articles and commodities, which are consumed or materially altered when used, and minor equipment which is not capitalized.

SAMPLE

Budget Worksheet-Part One-Federal Dollars

Expenditure Category

1000	PERSONAL SERVICES		
	1 Coordinator (@ 5% time, 10 mos.)	6,120	
	1 Clerical (@ 5% time, 10 mos.)	<u>500</u>	
			6,620
2000	EMPLOYEE BENEFITS		
	FICA (10 mos.)	60	
	Retirement (10 mos.)	<u>40</u>	
			100
3000	PURCHASED SERVICES		
	Participant travel (bus to & from assignment)	500	
	Consultant (1 @ \$100/day)	<u>100</u>	
	For staff participant training		600
4000	INTERNAL SERVICES		
	Printing of student awards	<u>50</u>	
			50
5000	OTHER CHARGES		
	Postage (disseminate results of project)	25	
	Staff travel to two state meetings: (Includes mileage @ .325, lodging & meals @ <i>state-approved rates</i>)	<u>500</u>	
			525
6000	MATERIALS AND SUPPLIES		
	Diskettes for students (3.5" x 25 students)	25	
	Award plaques for partners (2 ea. @ \$40)	<u>80</u>	
			105
	GRAND TOTAL		8,000

SAMPLE

Budget Worksheet-Part Two-Matching Dollars

Expenditure Category

1000	PERSONAL SERVICES		
	1 Coordinator (@ 25% time, 10 mos.)	8,000	
	1 Clerical (@ 25% time, 10 mos.)	<u>500</u>	
			8,500
2000	EMPLOYEE BENEFITS		
	FICA (10 mos.)	60	
	Retirement (10 mos.)	<u>40</u>	
			100
3000	PURCHASED SERVICES		
	Consultants (6 @ \$100/day)		
	Staff participant training	<u>600</u>	
			600
4000	INTERNAL SERVICES		
	Phone, copier and fax	<u>50</u>	
	Prorated for 1% of time; 10 mos.		50
5000	OTHER CHARGES		
	Recruitment ad for coordinator	<u>525</u>	
			525
6000	MATERIALS AND SUPPLIES		
	Software ("Volunteerism in the U.S.")	<u>105</u>	
			<u>105</u>
	GRAND TOTAL		9,880

GUIDELINES FOR DEVELOPING MATCHING FUNDS

The sources of matching funds for Learn and Serve may be federal, state, private sector, or other funds, provided they were not appropriated for community service legislation.

A. CASH

B. IN-KIND ALLOWABLE MATCHES

- | | |
|---------------------------------------|--|
| 1. Compensation for Personal Services | This would be justifiable administrative, supervisory, fiscal, or other personal services directly involved with support of project operation. Documentation would be required to identify the percent of support from each, converted to a dollar amount. |
| 2. Supplies | Of a nature that would directly support the project activity. Documentation would be required to identify the purchase as well as the use of these supplies. |
| 3. Utilities | Would include heat, electricity, phone, copier, and fax usage. Documentation would be required to identify the percentage of use directly related to the project, converted to a dollar amount. |
| 4. Building Use | “Rent” may be utilized as in-kind and would be based on the fair market rental rate in the area. This would apply when state, LEA, or other agency property is used as space to support project activities. Documentation of an appraisal of fair market rental rate for the area would be required. The percentage of use-time would be converted to a dollar amount. |
| 5. Per Pupil Expenditure | The expenditure per pupil from state, local, and federal funds may be used, provided the federal amount does not include those from any other federally-funded service program. |
| 6. Teaching Aids | Would include the cost of audiovisual materials and other aids used in support of the activity. |

Please Note: *Additional information on in-kind match requirements is found in OMB Circular A-13*

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT NAME	PR/AWARD NUMBER AND / OR PROJECT
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0013

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion – Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award</p>	<p>3. Report Type: a. initial filing _____ b. material change For material change only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description: CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$</p>	
<p>10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i></p>	<p>b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee" then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.