



Attachment F to Informational Memo No. 121

**Individual Phase II Application
Instructions for
2002 Formula Subgrant Funding**

**Elementary and Secondary Education Act
Title II, Part D**

**ENHANCING EDUCATION THROUGH TECHNOLOGY
(Ed Tech) PROGRAM**

**Closing Date
Monday, September 30, 2002**

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**2002 Formula Grant Individual Subgrant Application
Enhancing Education Through Technology
(Ed Tech) Program**



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INTRODUCTION

The No Child Left Behind Act of 2001 (www.nclb.gov) reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA), provides increased flexibility and local control to States and school districts, emphasizes strong accountability for results, offers expanded options for parents of disadvantaged children, and supports teaching methods that have a solid scientific research foundation.

The reauthorized ESEA establishes the Enhancing Education Through Technology (Ed Tech) Program, which consolidates the current Technology Literacy Challenge Fund (TLCF) Program and the Technology Innovative Challenge Grant Program into a single State formula grant program (ESEA Title II, Part D, Subpart 1). The primary goal of the Ed Tech program is to improve student academic achievement through the use of technology in schools.

Approximately \$5 million will be awarded in the form of formula subgrants to school divisions under this No Child Left Behind (ESEA) professional development and technology enhancement. The distribution of funds to eligible school divisions is based on each school division's proportionate share of funds under Part A of Title I for that year.

Interested school divisions will submit an application for formula funding in two phases. The Phase I Application consists of a preliminary budget statement and Ed Tech Program Assurances statements. The Phase II Application is a detailed description of the school division's (LEA) plan to use of Ed Tech Program funds to improve student academic achievement through the use of technology.

An additional \$5 million will be awarded early in 2003 in the form of competitive grants. In awarding competitive grants, the Department of Education will identify the school divisions that are eligible local entities and that receive Ed Tech formula grant allocations that are of insufficient size to be effective, and give priority to applications submitted by these LEAs

Focus

The focus of these subgrants must be on addressing technology improvements within high-need schools. Applicants may be either high-need LEAs or eligible local partnerships.

Purposes

The purposes of the Ed Tech program are:

1. To provide assistance to States and localities for the implementation and support of a comprehensive system that effectively uses technology in elementary schools and secondary schools to improve student academic achievement.
2. To encourage the establishment or expansion of initiatives, including initiatives involving public-private partnerships, designed to increase access to technology, particularly in schools served by high-need local educational agencies.
3. To assist States and localities in the acquisition, development, interconnection, implementation, improvement, and maintenance of an effective educational technology infrastructure in a manner that expands access to technology for students (particularly for disadvantaged students) and teachers.
4. To promote initiatives that provide school teachers, principals, and administrators with the capacity to integrate technology effectively into curricula and instruction that are aligned with challenging State academic content and student academic achievement standards, through such means as high-quality professional development programs.
5. To enhance the ongoing professional development of teachers, principals, and administrators by providing constant access to training and updated research in teaching and learning through electronic means.
6. To support the development and utilization of electronic networks and other innovative methods, such as distance learning, of delivering specialized or rigorous academic courses and curricula for students in areas that would not otherwise have access to such courses and curricula, particularly in geographically isolated regions.
7. To support the rigorous evaluation of programs supported with program funds, particularly regarding the impact of such programs on student academic achievement, and ensure that timely information on the results of such evaluations is widely accessible through electronic means.
8. To support local efforts using technology to promote parent and family involvement in education and communication among students, parents, teachers, principals, and administrators.

Goals

The Ed Tech Program is designed to assist every student - regardless of race, ethnicity, income, geographical location or disability - in becoming technologically literate by the end of the eighth grade, and to encourage effective integration of technology resources and systems with professional development and curriculum development to promote research-based instructional methods that can be widely replicated. Specific goals 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.
- 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.

Eligibility

All Virginia school divisions are eligible for an Ed Tech Program formula subgrant because they each receive funds under Part A of Title I.

Use of Funds by Local School Divisions

Recipient of funds must use at least 25 percent of their funds to provide ongoing, sustained, and intensive, high-quality professional development in the integration of advanced technologies, including emerging technologies, into curricula and instruction and in using those technologies to create new learning environments.

This requirement does not apply if the recipient demonstrates, to the satisfaction of the Virginia Department of Education, that it already provides professional development, which is based on a review of relevant research, to all teachers in core academic subjects.

Examples of such professional development include activities that:

- access data and resources to develop curricula and instructional materials;
- enable teachers to use the Internet and other technology to communicate with parents, other teachers, principals, and administrators;
- enable teachers to retrieve Internet-based learning resources; and

- lead to improvements in classroom instruction in the core academic subjects, that effectively prepare students to meet challenging State academic content standards and student academic achievement standards.

The balance of funds (75%) may be used for one or more of the following to:

- Establish or expand initiatives, particularly initiatives involving public-private partnerships designed to increase access to technology for students and teachers, with special emphasis on the access of high-need schools to technology.
- Adapt or expand existing and new applications of technology to enable teachers to increase student academic achievement, including technology literacy - -
 - a) through the use of teaching practices that are based on a review of relevant research, and are designed to prepare students to meet challenging State academic content and student academic achievement standards; and
 - b) by the development and utilization of innovative distance learning strategies to deliver specialized or rigorous academic courses and curricula to areas that would not otherwise have access to such courses and curricula.
- Acquire proven and effective courses and curricula that include integrated technology and are designed to help students meet challenging State academic content and student academic achievement standards.
- Utilize technology to develop or expand efforts to connect schools and teachers with parents and students to promote meaningful parental involvement, to foster increased communication about curricula, assignments, and assessments between students, parents, and teachers, and to assist parents to understand the technology being applied in their child's education, so that parents are able to reinforce at home the instruction their child receives at school.
- Prepare one or more teachers in elementary schools and secondary schools as technology leaders who are provided with the means to serve as experts, train other teachers in the effective use of technology, and provide bonus payments to the technology leaders.
- Acquire, adapt, expand, implement, repair, and maintain existing and new applications of technology, to support the school reform effort and to improve student academic achievement, including technology literacy.
- Acquire connectivity linkages, resources, and services (including the acquisition of hardware, software and other electronically delivered learning materials) for use by teachers, students, academic counselors, and school library media personnel in the classroom, in academic and college counseling centers, or in school library media centers, in order to improve student academic achievement.

- Using technology to collect, manage, and analyze data to inform and enhance teaching and school improvement efforts.
- Implement performance measurement systems to determine the effectiveness of education technology programs, particularly in determining the extent to which activities funded under this subpart are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to meet challenging State academic content and student academic achievement standards.
- Develop, enhance, or implement information technology courses.

Local Applications

In order to be eligible to receive a subgrant a school division must, at the time of the initial application, have on file, or submit to the VDOE an application containing a new or updated (within the past two years) local long-range strategic educational technology plan that is consistent with the objectives of the current Six-Year Educational Technology Plan for Virginia 1999-2002 <http://www.pen.k12.va.us/VDOE/Technology/6yrtech.html>. The application shall include each of the following:

1. A description of how the applicant will use Federal funds to improve the student academic achievement, including technology literacy, of all students attending schools served by the local educational agency and to improve the capacity of all teachers teaching in schools served by the local educational agency to integrate technology effectively into curricula and instruction.
2. A description of the applicant's specific goals for using advanced technology to improve student academic achievement, aligned with challenging State academic content and student academic achievement standards.
3. A description of the steps the applicant will take to ensure that all students and teachers in schools served by the local educational agency involved have increased access to educational technology, including how the agency would use funds under this subpart (such as combining the funds with funds from other sources), to help ensure that students in high-poverty and high-needs schools, or schools identified for improvement or corrective action, have access to technology; and teachers are prepared to integrate technology effectively into curricula and instruction.
4. A description of how the applicant will:
 - a. identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction, based on a review of relevant research, leading to improvements in student academic achievement, as measured by challenging State academic content and student academic achievement standards; and

- b. provide ongoing, sustained professional development for teachers, principals, administrators, and school library media personnel serving the local educational agency, to further the effective use of technology in the classroom or library media center, including, if applicable, a list of the entities that will be partners with the local educational agency involved in providing the ongoing, sustained professional development.
5. A description of the type and costs of technologies to be acquired under this subpart, including services, software, and digital curricula, and including specific provisions for interoperability among components of such technologies.
6. A description of how the applicant will coordinate activities carried out with funds provided under this subpart with technology-related activities carried out with funds available from other Federal, State, and local sources.
7. A description of how the applicant will integrate technology (including software and other electronically delivered learning materials) into curricula and instruction, and a timeline for such integration.
8. A description of how the applicant will encourage the development and utilization of innovative strategies for the delivery of specialized or rigorous academic courses and curricula through the use of technology, including distance learning technologies, particularly for those areas that would not otherwise have access to such courses and curricula due to geographical isolation or insufficient resources.
9. A description of how the applicant will ensure the effective use of technology to promote parental involvement and increase communication with parents, including a description of how parents will be informed of the technology being applied in their child's education so that parents are able to reinforce at home the instruction their child receives at school.
10. A description of how programs will be developed, where applicable, in collaboration with adult literacy service providers, to maximize the use of technology.
11. A description of the process and accountability measures that the applicant will use to evaluate the extent to which activities funded are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to meet challenging State academic content and student academic achievement standards.
12. A description of the supporting resources (such as services, software, other electronically delivered learning materials, and print resources) that will be acquired to ensure successful and effective uses of technology.

Subgrant Reporting

School divisions will be expected to make progress toward meeting measurable objectives and to file periodic and final performance reports to the Virginia Department of Education, which include the evaluation results at the conclusion of the grant period. The performance reports must document accomplishments and problems. Reports will consist of a description of progress in the following areas:

- ❑ using advanced technology to improve student academic achievement in elementary and secondary schools
- ❑ the increase in the capacity of teachers to integrate technology effectively into curricula and instruction
- ❑ student computer literacy by the end of the eighth grade
- ❑ effective integration of technology resources and systems in instruction

A school division that fails to make progress toward meeting annual measurable objectives will be required to develop a corrective action plan that will enable it to meet annual objectives and specifically address issues that prevented the LEA from meeting the objectives.

Amount of Subgrant Award

The amount that an LEA receives is based solely on each school division's prior-year share of Title I, Part A funds.

Distribution of Subgrant Funds

All subgrant funds must be spent according to the approved project proposal. Subgrant funds will be distributed in the form of reimbursement. Requests for reimbursement may be submitted at any time. However, care should be taken to establish periodic deadlines so as to avoid last minute submissions, which could result in a delay of the reimbursement process. Any expenditure obligated after the designated period cannot be processed. Subgrant recipients will be expected to follow reimbursement procedures and respond to all grant requirements in a timely manner.

Length of Funding

Formula grants will be awarded annually for a period of five years. A school division needs to submit a complete application for a formula grant only when it first seeks an Ed Tech formula grant. Subgrant recipients must inform VDOE whenever significant modifications are made to its plan. The VDOE will require the school division to submit performance reports, updated budgets, and other data before awarding subsequent year funding.

Year I Project Timetable

September 30, 2002	Proposals due at the Virginia Department of Education
October 15, 2002	Announcement of Subgrant award
February 15, 2003	First Performance Report Due
June 15, 2003	Second Performance Report Due
September 1, 2003	Final date for Encumbrances
October 15, 2003	Final Performance Report Due
December 1, 2003	Final Requests for Reimbursement

Private School Participation

According to Section 9501 Section (a), LEAs must consult ahead of time with private schools before applying. If private schools wish to participate, the LEA must provide to the students, teachers, and other educational personnel, on an equitable basis, services or other benefits that address their needs under the program. Expenditures for educational services and other benefits for private school children, teachers, and other educational personnel must be equal, taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children.

Subgrant Preparation and Technical Assistance

Throughout the No Child Left Behind Enhancing Education Through Technology (NCLB/EETT) grant review, implementation, and evaluation staff from the VDOE Technology Division will be working closely with school divisions to provide technical assistance as evidenced and requested. Gloria Barber, IMT director is responsible for the Virginia NCLB/EETT grant implementation and evaluation.

Staff of the Office of Instructional Media and Training (IMT) is available to give assistance to LEAs in the design and implementation of both Ed Tech Formula and Competitive Subgrant proposals. Announcements of training sessions will be sent via email to school division technology coordinators. Additionally, online technical assistance is available via resources on the Instructional Media and Training website: <http://www.pen.k12.valus/Technology/imt.html>

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Subgrant Application Requirements

Subgrant applications should be organized into sections that are identifiable to the reviewer. An application is expected to contain the following sections:

- Cover Sheet
- Project Overview
- Program Description
- Coordination
- Funding
- Accountability Measures
- Collaborative Agreements
- Professional Development Waiver (if applicable)
- Assurances

General Instructions

The Enhancing Education Through Technology Phase II Formula Subgrant is a downloadable Word file on the Department of Education's Web site at: <http://www.pen.k12.va.us/VDOE/Technology/imt.html>. Applicants should submit an electronic copy of their proposal by 5:00 p.m., Monday, September 30, 2002. All applications must be received in the Office of Instructional Media and Training by this time. This closing date and procedures for guaranteeing timely submission will be strictly observed. Send submissions to PARTD@mail.vak12ed.edu. A hard copy of the **cover sheet** and **assurances** must be sent by surface mail no later than 5:00 p.m., Monday, September 30, 2002 to:

Ed Tech Program Subgrant
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