

Commonwealth of Virginia
Department of Education
P.O. Box 2120
Richmond, VA 23218-2120



**Office of
Adult Education
& Literacy**

**Expanded GED Testing Services
2003 - 2004**

**Expanded GED Testing Services
Virginia Department of Education
Office of Adult Education and Literacy**

APPLICATION COVER PAGE

1. Testing Center (if currently operating): _____

2. Applicant - Fiscal Agent/School Division: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Fax: _____ Fiscal Agent Contact Person: _____

3. Total Funds Requested for 2003-2004: \$ _____

4. GED Contact Person: _____

Address: _____

Telephone: _____ Fax (required): _____

E-mail (required): _____

I hereby apply for funds to expand General Educational Development (GED) testing services to meet the Compulsory School Attendance, GED Testing provisions, set forth in the *Code of Virginia* §22.1-254.2.

6. Financial Officer

Superintendent, Agency Head or Chief Officer

Printed Name

Printed Name

Signature

Date

Signature

Date

State Use Only

\$ _____
State Funds Approved

Date

Director of Adult Education and Literacy

Date

Grants Manager

**OUTLINE FOR PROPOSAL
EXPANDED GED TESTING SERVICES**

I. Cover Page

II. Statement of Need

Identify the relevant concerns necessitating an expansion of GED testing services. These may include problems with geographic proximity to established GED test centers, inability to provide adequate testing services, or lack of funding to accommodate the demand for testing.

III. Proposal

The proposal should provide a detailed plan of how expanded GED testing services will be offered by your school division/program. It should include a description of one of the following:

- a) the location of the new test center(s) or new satellite site(s) with a calendar of scheduled testing sessions;
- b) the expected number of new test sessions and a calendar of when they will occur; and
- c) the expected increase in the number of examinees.

In preparing your "Outline of Proposal," special attention should be given to Section 4 of the GED Examiner's Manual – Policies and Procedures for Establishing and Operating GED Testing Centers (contact Robert MacGillivray, rmacgill@mail.vak12ed.edu, adult secondary specialist, at 804-371-2333 for copies).

IV. Budget

A summary budget form is included in this packet. The applicant should identify proposed expenditures by line item.

Describe briefly in narrative form how the funds will be used to expand GED testing services. For each object code in the budget summary sheet, describe your plan and activities. Attach this description to your application as a separate page.

V. Reimbursement Procedures

This project is funded for the 2003-2004 school year. Reimbursement for this project must be made before **June 9, 2004**, and cannot exceed actual costs incurred. Reimbursement forms will be sent with the official notification regarding funds.

VI. Calendar for 2003-2004

Due on or before Listed Date

October 17, 2004
June 9, 2004

Expanded GED Testing Application
Reimbursement Requests

**Expanded GED Testing Services
Commonwealth of Virginia
Department of Education
Office of Adult Education and Literacy**

SUMMARY BUDGET

Fiscal Agent _____

Category Totals 2003-2004	
Expenditure Categories	State Funds Requested 2003-2004
1. Personal Services 1000	
2. Employee Benefits 2000	
3. Purchased Services 3000	
4. Internal Services 4000	
5. Other Charges 5000	
6. Materials and Supplies 6000	
7. Equipment 8000	
Total	

Expenditure Categories

1. Personal Services 1000

Salaries and 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.

2. Employee Benefits 2000

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

3. Purchased Services 3000

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

4. Internal Services 4000

Charges from an internal service fund to other activities or elements of the local government or agency (i.e., data processing, motor pool, central purchasing, print shop, etc.).

5. Other Charges 5000

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

6. Materials and Supplies 6000

Includes articles and commodities, which are consumed or materially altered when used, and includes minor equipment (less than \$1,000) which is not capitalized.

7. Equipment 8000

Includes computers, furniture and fixtures, and equipment in excess of \$1,000.