

Virginia Department of Education
Fiscal Year 2015 Start-Up Grant for an Extended School Year (Year-Round) School
Application Instructions

Background

In October 2012, a Joint Legislative Audit and Review Commission (JLARC) report, [Review of Year-Round Schools](#), found certain student subgroups attending year-round schools more likely to improve their Standard of Learning (SOL) test scores at a faster rate. Year-round programs must typically begin prior to Labor Day to shorten the traditional extended summer break and allow enough time for short breaks between academic sessions such as quarters, trimesters, or semesters. While the *Code of Virginia* (Section [22.1-79.1](#)) requires each local school board to set the school calendar for student attendance to begin after Labor Day, the Board of Education (Board) may waive this requirement for experimental or innovative year-round or extended year instructional programs in elementary, middle or high schools.

The 2013 General Assembly provided \$412,500 in funding in the 2013 Appropriation Act for planning grants in fiscal year 2014 to assist school divisions interested in planning for the establishment of year-round school programs. (See [Item 138.U](#), of the 2013 Appropriation Act.) Eight school divisions applied for and received planning grants of no more than \$50,000 each for fiscal year 2014 (the 2013-2014 school year.)

The 2014 General Assembly Special Session I provided funding in fiscal years 2015 and 2016 for start-up grants to assist school divisions in implementing extended school year models. The 2014 Appropriation Act gives first priority to those school divisions awarded planning grants in fiscal year 2014 and the College Readiness Center pilot and next priority to schools based on need, relative to the most current state accreditation ratings or similar federal designation. (See [Item 135.R.1](#), of the 2014 Appropriation Act.)

Application Deadline and Implementation Time Frame

The fiscal year 2015 start-up grants will fund implementation of year-round or extended year programs opening in either the 2014-2015 or the 2015-2016 school year. School divisions seeking fiscal year 2015 Start-up Grants must submit a completed PDF of the attached application to the Department of Education, Office of Policy, at policy@doe.virginia.gov, by 5:00 p.m., August 15, 2014. If the application is not received by the deadline, it may not be considered.

Grant Award

Each year-round school may receive up to \$300,000 per year from total start-up grant funds of \$1.0 million in fiscal year 2015 and \$2.4 million in fiscal year 2016 to fund implementation of extended school year programs (year-round schools) opening in either the 2014-2015 or the 2015-2016 school year. State grants do not require a match of local funds.

Department staff will evaluate each application based on the criteria identified below. Decisions about award amounts will consider factors including the amount of available funds, the number of applications recommended for funding, and the amounts requested in the recommended applications. If the total amount requested in the applications recommended for funding exceeds the total amount of available funding, awards may be adjusted to reflect the difference.

All applicants must provide assurances that they will adhere to state laws and regulations governing public schools, including the *Virginia Standards of Quality*, the *Virginia Standards of Learning*, and the Virginia Board of Education's *Regulations Establishing Standards for Accrediting Public Schools in Virginia*. Consequently, the start-up grants will only be awarded to applicants whose proposals adhere to these laws, regulations, requirements, and standards.

Grant Period

Once an executed grant award agreement is in place, the Department of Education will issue payment for one-third of the award amount. A second installment of one-third of the award amount will be made approximately

midway during the grant period. The final one-third will be issued after the applicant has submitted all grant deliverables and products, but no later than June 30, 2015. No later than 90 days after full expenditure of funds, school divisions will submit a final report detailing student outcomes and expenses by line item.

Applications

The application must include:

1. Assurances and signatures page
2. Executive summary
3. A comprehensive description of the year-round or extended year project to include:
 - a. Name and address of the school division and participating school(s).
 - b. Grant coordinator contact information.
 - c. The purpose, title, and description of the program, including goals and objectives and anticipated outcomes based upon the start-up work completed.
 - d. The names and roles of any other organizations or school divisions involved in the program and other relevant information.
 - e. Information on the necessity of opening prior to Labor Day, including opening and closing dates as well as a copy of the school calendar and duration of the waiver. This explanation must show that this request is expected to meet the "good cause" requirements of § [22.1-79.1.B.3](#), *Code of Virginia*, related to year-round schools.
 - f. Logistics for transportation and other support services affected by a year-round or extended year program.
 - g. Estimated student enrollment, including projected demographic information and the community served, and grades to be served.
 - h. A description of proposed community engagement and partnership activities to build support for the program and ensure sustainability.
 - i. Evaluation procedures, including mechanisms for measuring goals and objectives demonstrating student achievement goals.
 - j. A timeline and description of the initiatives and tasks involved in the start-up process.

Budget

Please note that funds made available under the start-up grant must relate directly to program implementation and operation. The grant proposal should not include indirect costs. Each applicant must submit a budget (including a budget narrative) based upon the amount of start-up grant funding requested, to include at least the following information:

Direct Costs

The applicant must clearly list the direct costs associated with executing the project activities and evaluation. Program costs must be categorized using the following expenditure object codes and categories:

- 1000 – Personnel Services. Please include the role of key personnel and their responsibilities, qualifications, and compensation. Entries should identify project staff positions; names of individuals; the base rate of pay per hour, day, week, month, or year; and the total amount or percent of their work time to be charged to the project.

- 2000 – Employee Benefits. Please note by name and amount and percentage any employee benefits associated with program personnel positions.
- 3000 – Purchased/Contractual Services. Include wages and contract or consultant staff costs in this section. Please include expenses of project staff and consultants in accordance with institutional policies and regulations, All expenses must be directly related to the proposed grant activities.
- 4000 – Internal services
- 5000 – Other services
- 6000 – Materials and Supplies. Supplies, materials, and services directly consumed in the course of the project may be budgeted. This category includes: transportation, office supplies; educational materials; books and audiovisual materials; communications (postage, local and long-distance telephone charges, etc.); printing, publication, and photocopying services; and computer services.
- 8000 – Capital Outlay

NOTE: Any amounts authorized pursuant to the start-up grant unused by the applicant shall be reimbursed to the Department of Education upon submission of the final detailed expense report. In addition, after having received the detailed expense report, if it is determined by the department that any amounts of the start-up grant were used to pay for items outside the scope of the start-up grant award agreement, the applicant shall reimburse to the Department of Education such funds by check payable to the “Treasurer of Virginia” within 15 days of such notification.

Progress Reports

The applicant shall submit progress reports on a regular and consistent basis to meet the requirement for disbursement of funds. The progress reports shall be sent at the frequency specified in the start-up grant agreement. The progress reports shall provide a brief description of the work performed, the applicant’s activities, milestones achieved, any accomplishments during the reporting period, and any problems encountered in the performance of the work under the start-up grant agreement.

General Instructions

1. Proposals shall be signed by the division superintendent and the chairman of the school board.
2. Proposals should be prepared simply and economically, providing a concise description of capabilities to satisfy the requirements of the start-up grant application. Emphasis should be placed on completeness and clarity of content.
3. All pages should be numbered.
4. The applicant should use a standard 12-point Arial font for the proposal and any additional materials.
5. Each proposal should contain an executive summary, a table of contents, and a completed application. The application is located on the Department’s Web site at: <http://www.doe.virginia.gov/instruction/year-round/index.shtml> under Additional Information. Any additional material provided with the application should be clearly referenced in the table of contents as an appendix in the order in which it is referenced in the application.
6. Proposals which are incomplete may be rejected by the Department.

Any school divisions interested in pursuing a fiscal year 2015 start-up grant to establish year-round schools must submit a completed PDF version of the application and related materials to the Department of Education, Office of Policy, at policy@doe.virginia.gov by 5 p.m., **August 15, 2014**. If the application is not received by that timeline, it may not be considered.

Contact Information

Attachment A, Memo No. 185-14
July 11, 2014

Department of Education, Office of Policy
policy@doe.virginia.gov or 804-225-2092