

**VIRGINIA DEPARTMENT OF EDUCATION  
PROJECT GRADUATION APPLICATION INSTRUCTIONS  
ACADEMIC YEAR ACADEMY 2015-2016**

Application Due Date: **October 9, 2015**

SOL Administration: **Fall 2015 and/or Spring 2016**

Reimbursement Request Due Date: **May 25, 2016**

### **Purpose**

Partnerships of school divisions or individual school divisions within a region will provide remediation to assist targeted students who have received passing grades for standard credit-bearing course(s) but failed the required Standards of Learning (SOL) assessment needed to verify credit(s) to complete their diploma requirements.

#### **Target Audience:**

- First priority: *Seniors or term graduates* lacking verified credits needed to graduate in *any core subject*, i.e., English, mathematics, history, or science
- Second priority: *Current juniors* lacking verified credits in *mathematics* (Algebra I, Geometry, Algebra II) *or English* (English/reading, or English/writing)
- Third priority: *Current freshmen or sophomores* lacking a verified credit in *mathematics* (Algebra I, Geometry, or Algebra II)

### **Funding**

Each Superintendents' Regional Study Group may apply to fund a Project Graduation Academic Year Academy. The standard model is for one school division to act as the fiscal agent for each grant; however, several sites within the region may serve students. In addition, more than one grant application from a region will be accepted. Individual school divisions are eligible to apply, although each division may participate in only one grant application per region. Funding amounts will vary based upon the number of students served and scope of the services rendered. The funds are disbursed on a cost reimbursement basis.

Please note that Project Graduation Academic Year 2015-2016 grants are funded from the fiscal year 2016 Lottery funds as provided in the state budget adopted by the 2015 General Assembly. Full funding for grants is dependent on the revenues from the Lottery Proceeds Fund. Payments for the Project Graduation Academic Year Academy Grants will not begin until January 2016.

This grant provides funding for intervention/remediation services for Project Graduation students that will retest in the Fall of 2015 and/or Spring of 2016 SOL Test Administration windows. Cost reimbursement of the approved expenditures will occur after the approval of reimbursement requests. The reimbursement request must be submitted through the Online Management of Education Grant Awards (OMEGA) system and be received by the Department of Education by **May 25, 2016**. Reimbursement requests are received after they have been approved by a Level 3 Approver at the

school division. OMEGA is the Department of Education's automated grant reimbursement system and it eliminates paper submissions associated with reimbursement requests. Each school division must complete and return the [OMEGA User Permission Form OP for School Divisions](#) to the Office of Grants Accounting and Reporting. Instructions are included on the form. Call OMEGA Support at (804) 371-0993 or e-mail [omega.support@doe.virginia.gov](mailto:omega.support@doe.virginia.gov) if you need assistance completing the form. The [OMEGA Users Guide](#) is also available for additional help.

The due date for the final reimbursement request precedes the end of the grant period. Therefore, the school division will need to obligate the project expenses through the end of the Academy. **The final due date to submit reimbursement requests should not impact the remediation.** If the school division later determines that the actual costs for the Academy were less than the total payments from the reimbursement requests, the difference must be returned to the Department of Education. The refund check should be made payable to The Treasurer of Virginia and the memo section of the check should state 'Refund of FY 2016 Project Graduation Academic Year Academy overpayment.'

Please mail the check to:  
Virginia Department of Education  
Office of Fiscal Services  
P.O. Box 2120  
Richmond, VA 23218-2120

**Acceptable Use of Funds:**

Possible uses of the funds include, but are not limited to:

- teacher/tutor salaries/stipends;
- student and teacher incentives, including snacks and to encourage participation (limited to a maximum of \$25 per student);
- instructional resources aligned to the current SOL, for tutorials and administration of approved substitute tests;
  - [SOL Substitute Tests for Verified Credit](#) – effective beginning with the 2014-2015 school year;
- materials and supplies necessary for instruction and assessment;
- student transportation; and
- administrative costs associated with implementation of the grant and administration of special education requirements.

**NOTE:**

- Funds **may not** provide for components of physical or technological infrastructure, including electronic devices such as tablet devices, computers, and calculators.
- Funds **may not** be used to purchase software or yearly subscriptions for online tutorials.
- Funds **may not** be used for coach/tutorial books.
- Funds provided under this program will supplement, not supplant, federal, state, and local funds that school divisions and schools would otherwise receive.

## Academy Requirements

- use of a mathematics diagnostic assessment for Algebra I students;
- use of varied instructional strategies;
- low student-teacher ratio (approximately 10:1 to 18:1); and
- all SOL tests administered to Project Graduation students must have the "Project Graduation" field populated within PearsonAccess for tests associated with the remediation.

## Submission of Grant Application

The grant application is available on the [Project Graduation Web site](#). Each grant proposal will include:

- Application
- Budget Proposal
- Assurances

### **ELECTRONIC SUBMISSIONS ARE DUE BY OCTOBER 9, 2015.**

Applicants must submit proposals electronically by e-mail in .pdf format to [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov) at the Virginia Department of Education by **Friday, October 9, 2015**. The electronic document must be saved with the extension containing the Name of the School Division followed by PGAYApp2015. Example: WYZCountyPGAYApp2015.pdf. After the application is received, a confirmation e-mail will be sent to the program coordinator.

If you have any questions or need further information, please contact Kim Powell, grants and reports manager, Office of Science and Health Education, Virginia Department of Education by telephone at (804) 225-3609 or by e-mail at [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov).