



**National Board Certification Incentive Award
Terms of Grant Award
Fiscal Year 2024**

Grant Details:

- **Authorized by:** Virginia Department of Education (VDOE)
- **Recipient and Grant Award Amount:** The school division recipients and grant award amounts for the National Board Certification Incentive Award are specified in the [2023-2024 NBCT Award by Division document](#).
- **Grant Authority:** This grant is authorized under the 2023 Special Session I Virginia Acts of Assembly, Chapter 1, Item 136, Paragraph F.
- **Fund Source:** General
- **Revenue Source Code:** 240399
- **Program Service Area:** 143004
- **Recipient Type:** School divisions
- **Grant Award Number:** NBCTFiscalYear2024
- **Project Code:** APE61489
- **Grant Award Type:** Revision 1
- **Fiscal Year:** 2024

Award Period

The period of this award will be July 1, 2023 to June 30, 2024.

Terms and Conditions

Contingent upon available funding, the General Assembly provides state funds to award incentives to teachers in Virginia's public schools who hold certification from the National Board for Professional Teaching Standards and meet specified criteria outlined in the [Guidelines for Distributing National Board Incentive Awards approved by the Board of Education on June 28, 2012](#).

The initial award is \$5,000 and the continuing award is \$2,500. The names of the individuals submitted and verified by your school division as meeting the criteria for an initial award or continuing award for fiscal year 2024 can be accessed through the National Board Certification

Incentive Award application on the Single Sign-On for Web Services platform. Once in the application, the reports link will be on the right hand side of the screen.

Original funds were distributed to employing school division in December 2023. The VDOE notified school divisions via [the Virginia Education Update Newsletter](#) that they could request their NBCIA window to be reopened in February 2024 to allow school division to edit their original submissions. School divisions could add teachers who were originally omitted from the Fall data collection or delete teachers who were ineligible for the award.

Additional funds from the Spring collection period will be distributed to employing school divisions by April 26, 2024 via EDI for distribution to eligible teachers. **The incentive payment is taxable to the recipient, and the school division assumes responsibility for ensuring all taxes are remitted.** School divisions who received an overpayment from the VDOE in December, due to teachers ineligibility, should return funds via check. Please make the check payable to the Treasurer of Virginia. The school division should include a letter providing context. The letter should reference the school division's payee number and include project code: APE61489. Any unspent funds must be returned to the Virginia Department of Education by June 30, 2024.

Please mail the check and accompanying materials to the following address:

Virginia Department of Education
Fiscal Services Division
PO Box 2120
Richmond, VA 23218-2120

The project is subject to the following additional required special terms and conditions for grant awards or cooperative agreements.

ADDITIONAL REQUIRED SPECIAL TERMS AND CONDITIONS
FOR GRANT AWARDS OR COOPERATIVE AGREEMENTS

A. Intellectual Property

(i.e. papers, reports, forms, materials, creations, or inventions (intangible property))

Special Terms and Conditions for Intellectual Property apply for all grants or cooperative agreements, regardless of funding source (General, Special, Federal).

Additionally, Federally funded grants or cooperative agreements must meet the requirements of the specific federal grant, such as making any work (e.g., materials, tools, processes, systems) developed freely available to the public, ensuring any websites developed meet government or industry recognized standards for accessibility, and the requirements of **2 CFR §200.315 Intangible Property**, are met.

SECTION I. Grants or Cooperative Agreements under which no Intellectual Property will be created

INTELLECTUAL PROPERTY: The parties agree that no Intellectual Property will be created in performance of this grant or cooperative agreement.

B. Suspension and Debarment Compliance – Non-Procurement Covered Transactions

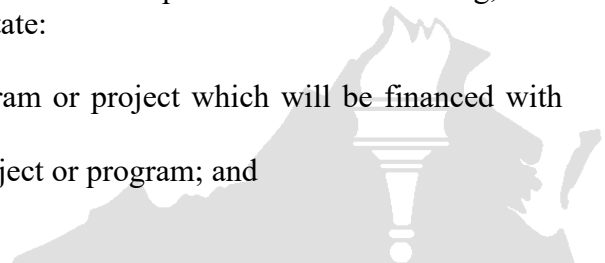
According to 2 CFR §200.213, non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

All recipients of federal funds through this transaction must comply with 2 CFR 180, Subpart C as a condition of participation in this transaction, and must include similar terms or conditions in lower-tier covered transactions.

C. Federal Funding in Public Announcements

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal funding, U.S. Department of Education sub-grantees shall clearly state:

1. the percentage of the total costs of the program or project which will be financed with Federal funding;
2. the dollar amount of Federal funds for the project or program; and



Attachment A – Special Terms and Conditions

3. the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 113-76. Consolidated Appropriations Act, 2014.

D. Prohibition of Text Messaging and Emailing While Driving During Official Federal Grant Business

Federal grant recipients, sub-recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving.

Recipients must comply with these conditions under Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009.

E. Monitoring and Reporting

1. VDOE and auditors shall have access to sub-recipient records and financial statements as necessary to meet monitoring requirements.
2. Project reimbursement and amendment requests must be made utilizing VDOE’s automated system Online Management of Education Grant Awards (OMEGA). Exceptions may be granted by VDOE grants managers via notice on the Notification of Grant Award if project reimbursement submissions are expected to be minimal during the award period.
3. Reimbursement may be requested prior to an activity, after the expenditure of funds, where payment in advance of an activity is required. This includes but is not limited to airfare, deposits, and registrations. The LEA is responsible for reconciling expenses after the activity has occurred. Reimbursement may be requested for the difference of expenses higher than the previously requested amount. Expenses lower than the previously requested amount must be repaid via a credit on a reimbursement request within 30 days of the completed activity.

