Attachment A to Supt. Memo No.125-18

 May 11, 2018

# Virginia Department of Education

**Instructions for Application for Fiscal Year 2019 *Planning Grant* for School Divisions Pursuing the Development of an Extended School Year or Year-Round School Program for**

**School Divisions or Individual Schools**

## Background

The 2012 Joint Legislative Audit and Review Commission (JLARC) report, [Review of Year-Round Schools](http://jlarc.virginia.gov/pdfs/reports/Rpt430.pdf), was issued in October 2012.  It found that the Standards of Learning (SOL) test scores for the general student population were similar at year-round schools and traditional calendar schools.  However, certain student subgroups were more likely to improve their SOL test scores at a faster rate at year-round schools.

In support of the findings from the 2012 JLARC review, the General Assembly has included funding for Planning grants in the Appropriation Act since 2014 to assist interested school divisions in establishing year-round school or extended school year programs.

## Application Deadline and Implementation Time Frame

Recipients of funds may ***spend*** grant funds over two consecutive fiscal years. However, recipients of grant funds ***receive*** grant funds in one fiscal year. Recipients of grant funds are **NOT** automatically awarded grant funds over two consecutive fiscal years. Recipients of grant funds must ***apply*** each fiscal year in order to continue receiving grant funds each fiscal year. **This is an annual application.**

## application SECTIONS and evaluation

1. General Information
2. Assurances and Signatures
3. Name and Physical Locations of Participating Schools
4. Title and Program Description
5. School and Student Demographic Information
6. Overall Goal and Planning Areas of Consideration
7. Proposed School Calendar (if applicable-see Note below)
8. Teacher, Parent, and Community Involvement
9. Timeline of Initiatives and Tasks
10. Description of Capacity
11. Budget (Direct costs only)
12. List of Appendices (if applicable)
13. Application Rubric

***Calendar Note:*** Section [22.1-79.1](http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+22.1-79.1) of the *Code of Virginia* provides that each local school board shall set the school calendar so that the first day students are required to attend school shall be after Labor Day. The Board of Education may waive this requirement based on a school board self-certifying that it meets one of the “good cause” requirements of § [22.1-79.1.B](http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+22.1-79.1), including Option 3 where a school division is providing its students, in the school year for which the waiver is sought, with an experimental or innovative program which requires an earlier opening date. For the purposes of this subdivision, experimental or innovative programs include instructional programs that are offered on an extended school year (year-round school) basis by the school division in one or more of its elementary, middle, or high schools. School divisions that do not currently open schools prior to Labor Day but seek to implement an Extended School Year or Year-Round School program with a school opening prior to Labor Day will need to submit a waiver to the Board of Education prior to the adoption of an Extended School Year or Year-Round School calendar. This waiver would apply to the year-round or extended school year school only.

Department staff will evaluate each application based on the criteria identified in Section M-Application Rubric, of the application. 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. Priority shall be given to schools based on need, based on state accreditation ratings or similar federal designations. 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.

## Grant Award details

Annual Planning Grants for an Extended School Year or Year-Round School of up to $50,000 per school or division may be awarded for a period of up to two years after the initial implementation year. ***Except for school divisions with schools that are in Denied Accreditation status, any other school division applying for such a grant shall be required to provide a twenty percent local match to the grant amount received from an extended year or year-round school planning grant.***

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 Planning grantswill only be awarded to applicants whose proposals adhere to these laws, regulations, requirements, and standards.

## Grant disbursements

Once an executed grant award agreement is in place, the Virginia Department of Education will issue payment for one-third of the award amount on the following dates:

* **October 18, 2018**
* **January 24, 2019**
* **April 25, 2019**

## reporting requirements

The grant recipient shall submit two reports: a Mid-year Progress Report and an Annual Report. ***Templates for both reports will be provided to the program’s participants via the Department as part of the grant award notification process.***

1. Mid-year Progress Report-due on or before **January 30, 2019**
2. Annual Report-due on or before **August 1, 2019**

## General Instructions

1. Proposals shall be signed by the division school superintendent and the chair of the local school board.
2. Proposals should be prepared simply and economically, providing a concise description of capabilities to satisfy the requirements of the Planning 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 a completed application. The application is located on the [Department’s Website](http://www.doe.virginia.gov/instruction/year-round/index.shtml). 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 local school divisions interested in pursuing a Planning Grant to establish year-round schools or extended school year programs must submit a completed PDF version of the application and related materials to the Virginia Department of Education, at meg.foley@doe.virginia.gov **by 5:00 p.m. on July 6, 2018**. If the application is not received by that time, it will not be considered.

## Contact Information

Please contact Meg Foley at meg.foley@doe.virginia.gov or at 804-786-0877 in the Division of Instruction at the Virginia Department of Education if you have any questions about this process.