Attachment A  
Superintendent Memo #121-22

Revised June 23, 2022

# **Virginia Department of Education** Instructions for Application for Fiscal Year 2023 ***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

The goal of the planning grant program is to support school divisions as they develop programs in order to create or improve capacity in the division to operate and sustain the program independently of long-term state funding.

Typically, school divisions may apply for grants of no more than $50,000 each for the division or individual schools to pursue the creation of new extended year or year-round school programs. However, due to the existence of federal pandemic-related relief funds available to school divisions during fiscal year 2022, a surplus of Extended School Year and Year-Round School grant funds may exist for use during fiscal year 2023. Therefore, awards above the funding maximum of $50,000 may be possible. In order to assist the agency in determining the need for surplus funds from fiscal year 2022, please see detailed information in the [Grant Award Details](#_Grant_Award_details) section of this document.

Priority will be given to schools based on need, relative to the state accreditation ratings or similar federal designations. Applications must include evidence of commitment to pursue implementation in the subsequent 2023-2024 school year.

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.**

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 Mark Saunders, Technology Coordinator, at [mark.saunders@doe.virginia.gov](mailto:mark.saunders@doe.virginia.gov) **by 5 p.m. on Friday, July 8, 2022**.

## application SECTIONS and evaluation

1. General Information
2. Assurances and Signatures
3. Names and Physical Locations of Participating School(s)
4. Title and Program Description
5. School and Student Demographic Information
6. Goal and Planning Areas of Consideration
7. Proposed School Calendar (if applicable-see note below)
8. Teacher, Parent, and Community Involvement
9. Timeline of the Planning Process
10. Description of Capacity
11. Budget of Direct Costs (with $50,000 maximum)
12. Budget of Direct Costs (without $50,000 maximum)
13. List of Appendices (if applicable)
14. Application Rubric

**Calendar Note:** [An Act](http://lis.virginia.gov/cgi-bin/legp604.exe?191+ful+CHAP0569) to amend and reenact §§ [22.1-79.1](https://law.lis.virginia.gov/vacode/22.1-79.1/) and [22.1-296](https://law.lis.virginia.gov/vacode/22.1-296/) of the *Code of Virginia*, relating to the school calendar and the opening day of the school year was approved by the General Assembly on

March 18, 2019.

A. Each local school board shall set the school calendar so that the first day students are required to attend school shall be *no earlier than 14 days before* Labor Day. *In each school division in which the school board sets the school calendar so that the first day students are required to attend school is before Labor Day, such school board shall close each school in the school division from the Friday immediately preceding Labor Day through Labor Day.* The Board of Education may waive this requirement based on a school board certifying that it meets the good cause requirements of subsection B.

B. For purposes of this section, "good cause" means *a* school division is providing its students, in the school year for which the waiver is sought, instructional programs that are offered on a year-round basis by the school division in one or more of its elementary or middle or high schools*. Any waiver provided pursuant to this subsection shall only apply to the opening date for those schools where such year-round instructional programs are offered*.

School divisions seeking to implement an Extended School Year or Year-Round School program with a school opening more than 14 days 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 below in Section M - Application Rubric. 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

Typically, Annual Planning Grants for an Extended School Year or Year-Round School of up to $50,000 per school or division may be awarded. However, due to the existence of federal pandemic-related relief funds available to school divisions during fiscal year 2022, a surplus of Extended School Year and Year-Round School grant funds may exist for use during fiscal year 2023. Therefore, awards above the funding maximum of $50,000 may be possible. In order to assist the agency in determining the need for surplus funds from fiscal year 2022, on page one of the grant application, please indicate the amount of funding that your school or school division is requesting without the funding maximums.

If applying above the maximum, please complete the budget table provided in section L of the application to show how the requested without maximum would be spent. School divisions applying for a planning grant shall be required to provide a 20 percent local match, except for school divisions with schools that are in an Accredited with Conditions status and are rated at Level Three in two or more Academic Achievement for All Students school quality indicators or in a Denied Accreditation status. When considering the amount of funding without the funding maximums, school divisions should remember the required 20 percent local match.

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 14, 2022
* January 20, 2023
* April 21, 2023

## reporting requirements

The grant recipient shall submit a Progress Report and an Annual Report. Templates for both reports will be provided as part of the grant award notification process.

* Midyear Progress Report will be due on or before **January 31, 2023**
* Annual Report will be due on or before **September 1, 2023**

## General Instructions

1. Any school division 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 Mark Saunders, Technology Coordinator, at [mark.saunders@doe.virginia.gov](mailto:mark.saunders@doe.virginia.gov) **by 5 p.m. on Friday, July 8, 2022**. The Department may reject proposals that are incomplete or late.
2. The division school superintendent and the chair of the local school board shall sign proposals.
3. 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.
4. All pages should be numbered.
5. The applicant should use a standard 12-point Arial font for the proposal and any additional materials.
6. 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.

## Contact Information

Please contact Mark Saunders, Technology Coordinator, by email at [mark.saunders@doe.virginia.gov](mailto:mark.saunders@doe.virginia.gov) or by phone at 804-786-0307 if you have any questions about this process.