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| Virginia Department of Education **P. O. Box 2120**  **Richmond, Virginia 23218-2120**  **Alternative Assessment Assistance Incentive Grant**  **Program Application**  Issue Date: October 24, 2014  Issuing Agency: Virginia Department of Education  Division of Instruction  Proposal Applications Due: **December 12, 2014 by 4 p.m.**  Applications that offer to fulfill the requirements herein and are received by 4 p.m. on December 12, 2014, will be accepted. Applications must be submitted in .pdf format to the Agency Contact.  Period of Award: **January 9, 2014 – June 30, 2015**  Reimbursement Requests  Due: **June 15, 2015**  Final Project Summary Due: **September 15, 2015**  Agency Contact: John W. "Billy" Haun, Ed.D.  Chief Academic Officer  Division of Instruction  E-mail: [Billy.Haun@doe.virginia.gov](mailto:Billy.Haun@doe.virginia.gov)  Phone: (804) 225-2034  The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. |

Alternative Assessment Assistance Incentive Grant

**2014-2015 Program Application**

**Part I. General Information**

**Background:**

Legislation in the 2014 General Assembly amended § [**22.1-253.13:3.C**](http://law.lis.virginia.gov/vacode/title22.1/chapter13.2/section22.1-253.13:3/) of the *Code of Virginia* to eliminate several Standards of Learning (SOL) tests. These are:

* Grade 3 History,
* Grade 3 Science,
* Grade 5 Writing,
* United States History to 1865, and
* United States History: 1865 to the Present.

Specifically, the *Code* now states (emphasis added):

*The Standards of Learning assessments administered to students in grades three through eight* ***shall not exceed*** *(a) reading and mathematics in grades three and four; (b) reading, mathematics, and science in grade five; (c) reading and mathematics in grades six and seven; (d) reading, writing, mathematics, and science in grade eight; and (e) Virginia Studies and Civics and Economics once each at the grade levels deemed appropriate by each local school board.*

In addition to eliminating these SOL tests, the legislation also requires each local school board to annually certify that it has provided instruction and administered an alternative assessment, consistent with Virginia Board of Education guidelines, to students in grades three through eight in each SOL subject area in which the SOL assessment was eliminated. Specifically, the *Code* now states:

*Each school board shall annually certify that it has provided instruction and administered an alternative assessment, consistent with Board guidelines, to students in grades three through eight in each Standards of Learning subject area in which a Standards of Learning assessment was not administered during the school year. Such guidelines shall (1) incorporate options for age-appropriate, authentic performance assessments and portfolios with rubrics and other methodologies designed to ensure that students are making adequate academic progress in the subject area and that the Standards of Learning content is being taught; (2) permit and encourage integrated assessments that include multiple subject areas; and (3) emphasize collaboration between teachers to administer and substantiate the assessments and the professional development of teachers to enable them to make the best use of alternative assessments.*

On September 18, 2014, the Virginia Board of Education (BOE) approved **Guidelines for Local Alternative Assessments for 2014-2015,** to provide additional direction to school divisions in implementing the intent of the legislation and the amendments to the *Code of Virginia*. The Guidelines may be found as Attachment B to this Superintendent’s Memorandum.

**Purpose**:

The purpose of the Alternative Assessment Assistance Incentive Grant awards is to assist school divisions in their implementation of the new assessment requirements by providing funding to encourage regional collaborative efforts. The Department of Education is seeking to award funding for regional professional development planning and implementation to partnerships of school divisions within a Superintendents’ Reginal Study Group to work together to meet the intent of the legislation.

**Funding**:

Each Superintendents’ Regional Study Group may apply to receive one Alternative Assessment Assistance Incentive Grant award. Two or more regions may work together to form larger consortia, and school divisions with existing alternative partnerships may participate outside their traditional regional structure. History and social sciences, science, and English/writing and research are the Standards of Learning areas impacted by the 2014 legislation and changes to the *Code of Virginia*, so all activity must be targeted toward professional development around alternative assessments in these discipline areas and in the impacted grades/courses. Single region incentive proposals should range from $6,000 to $14,000, and each regional consortium should identify local funds and in-kind resources that will be part of the implemented plan. Incentives awarded to regional partnerships will vary based upon the model presented, the scope of services rendered, and the number of teachers and school divisions impacted by the specific application. One school division must be designated and function as the fiscal agent for each grant. No more than one incentive application from a region will be accepted. Individual school divisions are **not** eligible to apply.

The final incentive awards will be based upon approval of the proposal, including all required forms and signatures, and meeting the submission deadlines. The funds will be disbursed on a cost reimbursement basis using the Online Management of Education Grant Awards (OMEGA) system. Monthly reimbursements are requested beginning at the end of February 2015. All professional development activities under this incentive award must be completed by June 15, 2015, and reimbursements must be requested no later than June 15, 2015. A proposal summary report is due to the Department of Education to the Agency Contact, Dr. John W. “Billy” Haun, by September 15, 2015.

**Acceptable Use of Funds**:

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

* regionally-conducted, high-quality professional development workshops, seminars, and conferences with sustained follow-up support at the division level;
* honoraria for consultants to assist teachers and division curriculum leaders in understanding and designing alternative assessments;
* support funding for teacher release time, development work, substitute payments, and regional travel reimbursement;
* teacher and curriculum leader development of regional alternative assessment batteries and banks;
* materials used specifically in professional development sessions, not to exceed five percent of the regional incentive award;
* regional alternative assessment “sharefairs’ to disseminate products, ideas, and practices; and
* other professional development supports in alignment with the intent of the incentive funding.

**Incentive Grant Use Requirements:**

* 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 assessment banks or yearly subscriptions for online assessment materials.
* Funds **may not** be used to purchase food or refreshments.
* Funds provided under this program will supplement, **not supplant**, federal, state, and local funds that local educational agencies and schools would otherwise receive.

**Part II: Proposal Requirements**

Each proposal shall include:

1. the application **Cover and Assurances** page (application page five)
2. a three- to five-page **Regional Proposal Narrative** (application page six) organized in a manner that outlines:
   * the school division partners that will work together to provide regional planning and professional development on the requirements of the aforementioned BOE **Guidelines for Local Alternative Assessments for 2014-2015;**
   * a tentative roadmap for developing and implementing a regional professional development plan, including basic program objectives, persons responsible, and general implementation timeline;
   * the potential catalog professional development activities and/or sessions over the life of the project;
   * other partners and providers that may participate to assist the region’s teachers and curriculum leaders in learning how to develop and carry out alternative assessments;
   * strategies for sustainability;
   * a plan for reporting results to the Department at the end of the project; and
   * other pertinent descriptive information that defines how the funding will be utilized to assist teachers and schools in their efforts to administer alternative assessments in history, science and English/writing and research.
3. the **Roster of School Divisions** form (application page seven) participants in the regional consortium, including the signatures of the division superintendents or their designees.
4. the **Application Budget Form** (application page eight), which reflects the overall plan, how it will be implemented, and any in-kind resources that will be included with the regional consortium.

**Part III: Submission of Grant Proposal**

The **Alternative Assessment Assistance Incentive Grant** application will include the four components mentioned above. **Completed Alternative Assessment Assistance Incentive Grant applications must be sent electronically in .pdf format by 4 p.m.,** **December 12, 2014, to John W. "Billy" Haun, Ed.D., chief academic officer, Division of Instruction, by e-mail to** [Billy.Haun@doe.virginia.gov](mailto:Billy.Haun@doe.virginia.gov). **Regions will be notified of intent to award on or before January 9, 2015.** For additional information, please contact Dr. Haun, by e-mail at the address above or by telephone at (804) 225-2034.

Alternative Assessment Assistance Incentive Grant

Application Cover Page and Assurances

2014-2015

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| Region Number: | Total Funding Requested: | |
| Name of Lead School Division: | | |
| Lead School Division Primary Program Officer Contact Information:  Prefix: (Dr. Ms. Mrs. Mr.)       Name:  Title:  Address:  Phone Number including area code and extension:  E-mail Address: | | |
| Lead School Division Finance Officer Contact Information:  Prefix: (Dr. Ms. Mrs. Mr.)       Name:  Title:  Phone Number including area code and extension:  E-mail Address: | | |
| **Assurance is given that:**   * The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications. * School divisions in the regional consortium will cooperate in carrying out any evaluation of the program conducted by or for the Virginia Department of Education. * The lead school division will use such fiscal control and fund accounting procedures to ensure proper disbursement of, and accounting for, state funds paid to the lead school division under the program. * The lead school division will make reports to the Virginia Department of Education as may be necessary to perform its duties in carrying out the program; and maintain such records, provide such information, and afford access to the records as the Virginia Department of Education may find necessary. * The lead school division agrees that funds provided under this program will supplement, not supplant, federal, state, and local funds that participating school divisions and schools would otherwise receive for the same use. | | |
| **Signature of Division Superintendent:** | | **Date:** |
| **School Division:** | |  |

Alternative Assessment Assistance Incentive Grant

**Regional Proposal Narrative**

(Recommended length 3-5 pages.)

Enter narrative text in this field. (Field will expand). Please include program objectives, activities, pertinent partners, anticipated consultants, and a general timeline of implementation.

Alternative Assessment Assistance Incentive Grant

Roster of School Divisions

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| School Division Name | Superintendent’s (Designee’s) Signature |
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Alternative Assessment Assistance Incentive

**Application Budget**

(Total budget should be $6,000 - $14,000)

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| **Budget Categories** | **Description** | **Funds from Award** | **Regional In-Kind Support** | **TOTAL** |
| **Personal Services**  **1000** |  |  |  |  |
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| Total Subcategory |  |  |  |  |
| **Employee Benefits**  **2000** |  |  |  |  |
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| Total Subcategory |  |  |  |  |
| **Purchased Contractual Services 3000** |  |  |  |  |
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| Total Subcategory |  |  |  |  |
| **Internal Services**  **4000** |  |  |  |  |
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| Total Subcategory |  |  |  |  |
| **Other Charges**  **5000** |  |  |  |  |
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| Total Subcategory |  |  |  |  |
| **Materials and Supplies**  **6000** |  |  |  |  |
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| Total Subcategory |  |  |  |  |
| **Project Total** |  |  |  |  |