Attachment A

Superintendent’s Memo #073-23

April 21, 2023



# INDIVIDUAL STUDENT ALTERNATIVEEDUCATION PLAN PROGRAMAPPLICATION PACKAGE

**2023-2024**

**Grant Application**

**Due**

**May 31, 2023**

Virginia Department of Education

Office of Career, Technical, and Adult Education

James Monroe Building, 21st Floor

101 North 14th Street

Richmond, Virginia 23219

## TABLE OF CONTENTS

[INDIVIDUAL STUDENT ALTERNATIVE EDUCATION PLAN PROGRAM APPLICATION PACKAGE](#_Toc131165046)

[TABLE OF CONTENTS 1](#_Toc131165047)

[GRANT REQUIREMENTS 2](#_Toc131165048)

[PURPOSE 2](#_Toc131165049)

[Program Priorities 2](#_Toc131165050)

[Eligible Applicants 3](#_Toc131165051)

[PROGRAM REQUIREMENTS 3](#_Toc131165052)

[Grant Period 5](#_Toc131165053)

[APPLICATION PROCEDURES 5](#_Toc131165054)

[Administration 5](#_Toc131165055)

[Deadline for Receipt of Application 5](#_Toc131165056)

[Budgets and Financial Reporting 6](#_Toc131165057)

[Budgets 6](#_Toc131165058)

[Expenditures 6](#_Toc131165059)

[Accountability 7](#_Toc131165060)

[Reporting 7](#_Toc131165061)

[Retention of Records 7](#_Toc131165062)

[Certifications and Compliance 7](#_Toc131165063)

[APPLICATION DEVELOPMENT 8](#_Toc131165064)

[Instructions 8](#_Toc131165065)

[APPENDIX 9](#_Toc131165066)

[GRANT APPLICATION COVER SHEET 9](#_Toc131165067)

[Application Narrative 10](#_Toc131165068)

[Budget Summary 11](#_Toc131165069)

[Superintendent’s Statement of Assurances 12](#_Toc131165070)

[Projected ISAEP Funding Allocations for 2023-2024 14](#_Toc131165071)

## GRANT REQUIREMENTS

### PURPOSE

In accordance with the *Code of Virginia*, [§22.1-254E.](https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-254/), the purpose of the Individual Student Alternative Education Plan (ISAEP) program is to provide individualized educational services for eligible students 16 years of age and older as prescribed by the Virginia Board of Education. The program prepares qualifying secondary students to earn a high school equivalency (HSE) credential while also developing career and technical skills. Students participating in an ISAEP program are counted in the average daily membership of the school division.

#### Program Priorities

The ISAEP program provides an alternative pathway for qualifying secondary students to meet compulsory attendance requirements and complete high school by earning a HSE credential and preparing for a successful transition to postsecondary education and/or workforce opportunities.

The ISAEP program, according to the Code of Virginia, consists of six component parts. While students’ needs and individual plans may vary, all ISAEP programs must address the following:

1. Provide career guidance counseling.
2. Prepare students to successfully pass the HSE exam and earn a HSE credential. Currently, the GED® test is the only approved HSE examination in Virginia.
3. Provide career and technical education (CTE) opportunities, which may include a variety of high-quality work-based learning experiences and enrollment in coursework with a goal to attain one or more [Board-approved industry credentials](https://www.doe.virginia.gov/home/showpublisheddocument/31974/638047091050200000).
4. Provide instruction to help students successfully meet the Economics and Personal Finance course requirement. Course credit may be earned using a variety of instructional delivery methods. Options include taking a stand-alone course, a self-paced modular version of the course, or a virtual course. This requirement also may be met using a certification of competency approach. School divisions should assess student situations and determine ways to help students meet this requirement. Completion of the Economics and Personal Finance requirement is required for all students enrolled in an ISAEP program, regardless of age.
5. Provide students counseling on the economic impact of failing to complete high school.
6. Ensure that students understand their options and the procedures for returning to the comprehensive school setting.

ISAEP programs must be designed to deliver all of the above-mentioned components to ensure that students obtain the foundational skills necessary to prepare for successful entry into postsecondary education and the workforce.

#### Eligible Applicants

All Virginia public school divisions may apply for funding to support the ISAEP program. All programs are required to comply with the programmatic and testing guidelines as outlined in this grant application.

### PROGRAM REQUIREMENTS

The following requirements must be met for the implementation of the ISAEP program.

1. No student younger than 16 years of age can be enrolled in the ISAEP program.
2. Each ISAEP student must spend no less than 15 hours per week in academic preparation and no less than 10 hours per week in CTE/workforce skills development, a requirement that may be met through coursework provided by the CTE credentialing requirement. A career assessment must be administered to each enrolled student. All ISAEP students must be enrolled in coursework which leads to the attainment of a CTE credential, and this coursework must be integrated into their academic and CTE instruction.
3. A student must be at least one full year behind in credits to be eligible for enrollment in the ISAEP program. Exceptions to this requirement may be made for students who are at significant risk of leaving school before graduation.
4. Each student must have an individual student alternative education plan that is developed and signed by the student, parent or guardian, school administrator, program coordinator, and other school personnel, as appropriate.
5. To be enrolled in the ISAEP program, a student must achieve a grade-level score of 7.5 or higher on a standardized reading test and attain a score of 125 or higher on each section of the GED Ready® official practice test or an approved GED® vendor practice assessment (with documented score conversions to the GED Ready®). **NOTE:** The paper-based official practice tests developed for the previous 2002 GED test series may not be used to determine ISAEP program eligibility.
6. Prior to taking any subject on the operational GED® test, a student must attain a score of 145 or higher on the GED Ready® official practice test. When the ISAEP GED® Testing Eligibility Form is submitted to the VDOE, the program administrators are verifying that the student has earned the required score on the GED Ready® test. All testing must be conducted in-person or in a remote proctored setting, as appropriate.
7. Enrollment in the ISAEP program is voluntary. Students must not be placed in the program without the written agreement of the student and parent or guardian.
8. Appropriate classroom accommodations must be provided to students with documented disabilities. The Individualized Education Program (IEP) and 504 Plan are to be followed in accordance with the applicable law. GED® test accommodations are designed to provide candidates reasonable and appropriate accommodations to ensure full access to the GED® test. Students are not automatically guaranteed to receive the same accommodations on the GED® test that are written in the IEP or 504 Plan. Requests for accommodations on the GED® test must be submitted as soon as possible through the student’s online GED® account in order to prepare the student for the GED® testing environment.
9. School personnel must provide counseling to students prior to referring them to the ISAEP program. Upon enrollment, each ISAEP student must be assigned a counselor who will be available for academic, personal, and career counseling throughout the student’s tenure in the program. The counselor must maintain a record of support provided to the student.
10. Student records must be maintained in a manner consistent with state guidelines.
11. Content taught in the ISAEP program must be exclusively at the high school level.
12. All ISAEP teachers must be licensed by the Commonwealth of Virginia.
13. All ISAEP completers must have the opportunity to participate in a recognition ceremony.
14. Student data, including performance information, must be reported annually to the VDOE as required.
15. The school division and the VDOE will provide professional learning opportunities and resources to key ISAEP staff to ensure that they are knowledgeable about program policies, procedures, and promising practices.
16. ISAEP state grant funds can be used to cover part or all of the costs of GED Ready® and official GED® test fees for students enrolled in the ISAEP program. Another local funding source might also be considered to subsidize required testing fees. It is the intention of the Department that the test fees are paid for the ISAEP students.

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#### Grant Period

The grant period for this award is 12 months, beginning on July 1, 2023, and ending

June 30, 2024. Because this grant is lottery funded, funds will not be released until January 2024. Once the funds are released to VDOE, school divisions will begin to receive their allocation through automatic payments on a semi-monthly distribution. The ISAEP grant funds are not managed through the OMEGA system.

### APPLICATION PROCEDURES

Eligible applicants must submit a completed application **by 4 p.m., May 31, 2023**. The grant application must be emailed to GEDinfo@doe.virginia.gov.

1. Application materials (see Appendix) should be organized and submitted in the following order:
	* + Signed Application Cover Sheet
		+ Application Narrative
		+ Budget Summary Sheet
		+ Signed Statement of Assurances
2. A standard 12-point font and either Times New Roman or Arial, should be used.
3. Boldface type, underlining, and italics may be used. However, do not use color text.
4. All pages should be numbered at the bottom of each page, beginning with the Cover Sheet.

**Note:** Programs are required to provide appropriate contact information as identified on the application cover sheet. The administrator identified as the primary ISAEP contact for the school division assumes responsibility for program compliance, all communications, financial oversight, and effective performance of staff. Digital signatures or emails from the intended signatory indicating approval are both acceptable on the application cover sheet and Superintendent’s Statement of Assurances.

#### Administration

The VDOE Office of Career, Technical, and Adult Education administers the ISAEP grant and provides leadership to programs in Virginia.

### Deadline for Receipt of Application

**The grant application must be emailed to** **GEDinfo@doe.virginia.gov****. Application materials must be received no later than 4 p.m., May 31, 2023.**

For any questions regarding the ISAEP grant application, please contact Dr. Beverly Godwin, High School Equivalency Specialist, at GEDinfo@doe.virginia.gov, or by telephone at (804) 786-7644.

### Budgets and Financial Reporting

#### Budgets

Eligible applicants are responsible for developing budgets that accurately reflect the planned activities for the grant period. Only expenditures that support approved ISAEP activities may be budgeted. Revisions to approved budgets must be submitted to the VDOE prior to the implementation of the requested revisions.

**Budget Summary**

The school division must submit a budget summary that identifies the total expenditures by line item within each object code.

For example, if the school division plans to purchase textbooks, the line item must indicate the specific textbook being purchased, cost per unit, and the total dollar amount planned for the expenditure. **The proposed budget must not exceed the school division’s projected grant allocation listed in the Appendix.**

**Object Codes and Descriptions**

Consult the current [Object Code Description](https://www.doe.virginia.gov/home/showpublisheddocument/38652/638063893852400000) guidance to construct the budget.

#### Expenditures

**Allowable**

ISAEP programs are funded through a combination of state grant funds and local school funds. The state grant funds help to augment the ISAEP program’s resources. Allowable expenditures include, but are not limited to, ISAEP instructional salaries and benefits, instructional materials, and supplies (i.e., HSE/GED® curriculum), GED Ready® practice test vouchers, official GED® Test vouchers, and technology tools to support student learning.

A list of approved publishers with GED® curriculum materials aligned to the GED® test can be found on the GED Testing Service’s website, [ged.com](https://ged.com/educators_admins/teaching/prep_products/). GED® test vouchers may be purchased on the [GED Marketplace](https://shop.gedmarketplace.com/). The VDOE does not endorse any specific GED® curriculum materials.

All expenditures must fall under the object codes identified in the budget. The grantee should contact the state office regarding any questionable expenditure. Funds may not be used to support any unapproved expenditures.

It is the responsibility of the recipient to maintain adequate liability coverage for the recipient, the employees, and the participants for both on-site and off-site activities.

**Unallowable**

Stipends, allowances, post-service benefits, or other financial support may not be paid to any staff, except as reimbursement for transportation, meals, and other reasonable out-of-pocket expenses directly related to program participation.

Grantees may not use funds to participate in, support, or encourage unapproved activities including:

* Providing religious instruction, conducting worship services, or engaging in any form of proselytization
* Assisting, promoting, or deterring union organizing
* Financing, directly or indirectly, any activity designed to influence the outcome of an election to any public office
* Impairing existing contracts for services or collective bargaining agreements

### Accountability

#### Reporting

**Master Schedule Collection (MSC)**

Students enrolled in an ISAEP program must be reported on the MSC. School Courses for the Exchange of Data (SCED) Code 22004 is specifically for ISAEP/GED® Programs.

**Student Record Collection (SRC)**

Students participating in an ISAEP program must be reported with a GED® program code of 2. It is important that these students are reported accurately as this information is used to validate Career, Technical, and Adult Education reporting. In addition, schools earn 75 points in the Graduation and Completion Index (GCI) in state accreditation for students that earn a GED® credential through ISAEP.

**Annual Reports**

Data pertaining to student participation and outcomes must be reported to the Office of Career, Technical, and Adult Education as requested. Primary ISAEP program contacts will be notified via email of any special data reporting requirements related to the ISAEP program.

#### Retention of Records

Grant recipients must maintain all records, including student and financial records, related to the grant for a period of five years after the ending date of the grant. These records must be available and accessible for monitoring and auditing purposes.

#### Certifications and Compliance

All eligible applicants must certify compliance with specific state and federal laws or regulations. This includes all appropriate state assurances, which must be submitted with the application materials. It is the responsibility of the applicant and grantee to be knowledgeable about applicable laws and regulations. The Superintendent’s Statement of Assurances form is located on pages 12-13 of this document.

## APPLICATION DEVELOPMENT

### Instructions

Applicants must respond to the prompts provided and complete the budget summary sheet. All programs must comply with Superintendent’s Statement of Assurances outlined in the Appendix on pages 12-13.

The application materials are contained in the Appendix and should be submitted in the following order (see Application Procedures on page 5):

* Signed Application Cover Sheet
* Application Narrative
* Budget Summary Sheet
* Signed Superintendent’s Statement of Assurances

**Please do not submit the entire application package.** Only submit the relevant pages for the four components listed above electronically to GEDinfo@doe.virginia.gov.

**APPENDIX**

### GRANT APPLICATION COVER SHEET

Individual Student Alternative Education Plan Program 2023-2024

**Name of School Division:**

**Administrative Contact:** The individual who is responsible for oversight of the ISAEP grant and program for the 2023-2024 school year.

Name:

Title:

Location:

Email Address:

**Instructional Contact:** The primary contact (i.e. lead teacher, instructor, coordinator) who works most closely with the ISAEP program.

Name:

Title:

Location:

Email Address:

**The following individual is designated to sign the ISAEP GED® Testing Eligibility Form.**

Name:       Title:

**By signing below, the applicant agrees to comply with all appropriate federal and state laws and regulations.**

**Superintendent or Designee**

Printed Name:

Superintendent Signature: Date:

**COMPLETE THIS SECTION IF NO PROGRAM IS PLANNED**

[ ]  **Check this box and sign below if no program is planned for 2023-2024.**

This confirms that my school division will not be applying for the ISAEP grant funds for the

2023-2024 school year.

Printed Name:

Superintendent or Designee Signature:

Date:

### Application Narrative

Provide responses to the following prompts. This section should not exceed five pages.

In your responses, please be concise while also providing sufficient detail about how ISAEP services are specifically designed and delivered in your school division.

1. How many students have been enrolled in your division’s ISAEP program this school year, 2023-2024?

1. Describe the main curriculum your program uses to prepare students for the GED® test. (Note: The GED® Ready practice test is not considered a curriculum.)

1. Describe how career guidance counseling is provided to students.

1. Describe how your program helps students meet the economic and personal finance requirement.

1. Describe the workforce training and credentialing options that are available to students enrolled in your ISAEP program (e.g., CTE programs, high-quality work-based learning, credentialing exams).

1. Describe how ISAEP staff collaborate with other school personnel to ensure that ISAEP students receive appropriate supports (e.g., students with an IEP or 504 Plan, English Language Learners).

1. Describe how your school division documents local ISAEP program processes and procedures to communicate to interested stakeholders as well as to ensure program continuity when a key ISAEP staff member leaves.

1. Describe any practices that you would like to continue or plan to implement during the 2023-2024 school year (e.g., practices that will enhance opportunities for students and increase the number of ISAEP completers).

### Budget Summary

Individual Student Alternative Education Plan (ISAEP) Program 2023-2024

Name of School Division:

Provide a description of planned expenditures for each applicable category.

| **Expenditure Categories** | **State Funds** |
| --- | --- |
| 1000-Personal Services**Description**            |            |
| 2000-Employee Benefits**Description**            |            |
| 3000-Purchased Services**Description**            |            |
| 4000-Internal Services**Description**            |            |
| 5000-Other Charges**Description**            |            |
| 6000-Materials & Supplies**Description**            |            |
| 8000-Equipment**Description**            |            |
| **Total** |             |

Refer to pages 14-17 for projected 2023-2024 ISAEP funding allocations, which are contingent upon General Assembly budget approval. Final allocations are determined based on the number of school divisions that apply for the grant. If your school division’s final grant award exceeds the projected amount listed in this application package, you will be asked to submit an amended budget summary sheet at a later date.

### Superintendent’s Statement of Assurances

**Individual Student Alternative Education Plan**

**2023-2024**

As the division superintendent of the applicant, I assure that the following actions shall be taken to comply with state requirements of the ISAEP program:

The following requirements must be met in the implementation of the ISAEP program.

1. No student younger than 16 years of age can be enrolled in the ISAEP program.
2. Each ISAEP student will spend no less than 15 hours per week in academic preparation and no less than 10 hours per week in CTE/workforce skills development, a requirement that may be met through coursework provided by the CTE credentialing requirement. A career assessment will be administered to each enrolled student. All ISAEP students will be enrolled in coursework which leads to the attainment of a CTE credential, and this coursework will be integrated into their academic and CTE instruction.
3. Students who are eligible for enrollment in the ISAEP program will be at least one full year behind in credits. Exceptions to this requirement may be made for students who are at significant risk of leaving school before graduation.
4. Each student will have an individual student alternative education program plan that is developed and signed by the student, parent or guardian, school administrator, program coordinator, and other school personnel as appropriate.
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10. Student records must be maintained in a manner consistent with state guidelines.
11. Content taught in the ISAEP program must be exclusively at the high school level.
12. ISAEP teachers must be licensed by the Commonwealth of Virginia.
13. ISAEP completers must have the opportunity to participate in a recognition ceremony.
14. Student data, including performance information, must be reported to the VDOE as required.
15. The school division and the VDOE will provide professional learning opportunities and resources to key ISAEP staff to ensure that they are knowledgeable about program policies, procedures, and promising practices.
16. ISAEP state grant funds can be used to cover part or all of the cost of GED Ready® practice test and official GED® test fees for students enrolled in the ISAEP program. Another local funding source might also be considered to subsidize required testing fees. It is the intention of the Department that the test fees are paid for the ISAEP students.

Printed Name of Superintendent

Signature of Superintendent

Date

### Projected ISAEP Funding Allocations for 2023-2024

|  |  |  |
| --- | --- | --- |
| **Payee Code** | **Locality** | **Allocation**  |
| 001 | ACCOMACK | $15,717 |
| 002 | ALBEMARLE | $23,576 |
| 003 | ALLEGHANY HIGHLANDS | $15,718 |
| 004 | AMELIA | $7,859 |
| 005 | AMHERST | $15,717 |
| 006 | APPOMATTOX | $7,859 |
| 007 | ARLINGTON | $31,434 |
| 008 | AUGUSTA | $15,717 |
| 009 | BATH | $7,859 |
| 010 | BEDFORD | $15,717 |
| 011 | BLAND | $7,859 |
| 012 | BOTETOURT | $7,859 |
| 013 | BRUNSWICK | $7,859 |
| 014 | BUCHANAN | $23,576 |
| 015 | BUCKINGHAM | $7,859 |
| 016 | CAMPBELL | $15,717 |
| 017 | CAROLINE | $15,717 |
| 018 | CARROLL | $15,717 |
| 019 | CHARLES CITY | $7,859 |
| 020 | CHARLOTTE | $7,859 |
| 021 | CHESTERFIELD | $47,152 |
| 022 | CLARKE | $7,859 |
| 023 | CRAIG | $7,859 |
| 024 | CULPEPER | $15,717 |
| 025 | CUMBERLAND | $7,859 |
| 026 | DICKENSON | $7,859 |
| 027 | DINWIDDIE | $7,859 |
| 028 | ESSEX | $7,859 |
| 029 | FAIRFAX | $102,162 |
| 030 | FAUQUIER | $15,717 |
| 031 | FLOYD | $7,859 |
| 032 | FLUVANNA | $7,859 |
| 033 | FRANKLIN COUNTY | $23,576 |
| 034 | FREDERICK | $23,576 |
| 035 | GILES | $7,859 |
| 036 | GLOUCESTER | $15,717 |
| 037 | GOOCHLAND | $7,859 |
| 038 | GRAYSON | $7,859 |
| 039 | GREENE | $7,859 |
| 040 | GREENSVILLE | $7,859 |
| 041 | HALIFAX | $23,576 |
| 042 | HANOVER | $23,576 |
| 043 | HENRICO | $47,152 |
| 044 | HENRY | $31,434 |
| 045 | HIGHLAND | $7,859 |
| 046 | ISLE OF WIGHT | $15,717 |
| 048 | KING GEORGE | $7,859 |
| 049 | KING AND QUEEN | $7,859 |
| 050 | KING WILLIAM | $7,859 |
| 051 | LANCASTER | $7,859 |
| 052 | LEE | $15,717 |
| 053 | LOUDOUN | $31,434 |
| 054 | LOUISA | $7,859 |
| 055 | LUNENBURG | $7,859 |
| 056 | MADISON | $7,859 |
| 057 | MATHEWS | $7,859 |
| 058 | MECKLENBURG | $15,717 |
| 059 | MIDDLESEX | $7,859 |
| 060 | MONTGOMERY | $15,717 |
| 062 | NELSON | $15,717 |
| 063 | NEW KENT | $7,859 |
| 065 | NORTHAMPTON | $7,859 |
| 066 | NORTHUMBERLAND | $7,859 |
| 067 | NOTTOWAY | $7,859 |
| 068 | ORANGE | $7,859 |
| 069 | PAGE | $15,717 |
| 070 | PATRICK | $7,859 |
| 071 | PITTSYLVANIA | $23,576 |
| 072 | POWHATAN | $15,717 |
| 073 | PRINCE EDWARD | $7,859 |
| 074 | PRINCE GEORGE | $7,859 |
| 075 | PRINCE WILLIAM | $47,152 |
| 077 | PULASKI | $15,717 |
| 078 | RAPPAHANNOCK | $7,859 |
| 079 | RICHMOND COUNTY | $7,859 |
| 080 | ROANOKE COUNTY | $15,717 |
| 081 | ROCKBRIDGE | $23,576 |
| 082 | ROCKINGHAM | $31,434 |
| 083 | RUSSELL | $15,717 |
| 084 | SCOTT | $7,859 |
| 085 | SHENANDOAH | $15,717 |
| 086 | SMYTH | $23,576 |
| 087 | SOUTHAMPTON | $15,717 |
| 088 | SPOTSYLVANIA | $31,434 |
| 089 | STAFFORD | $31,434 |
| 090 | SURRY | $7,859 |
| 091 | SUSSEX | $7,859 |
| 092 | TAZEWELL | $23,576 |
| 093 | WARREN | $15,717 |
| 094 | WASHINGTON | $23,576 |
| 095 | WESTMORELAND | $7,859 |
| 096 | WISE | $23,576 |
| 097 | WYTHE | $15,717 |
| 098 | YORK | $15,717 |
| 101 | ALEXANDRIA | $31,434 |
| 102 | BRISTOL | $7,859 |
| 103 | BUENA VISTA | $7,859 |
| 104 | CHARLOTTESVILLE | $15,717 |
| 106 | COLONIAL HEIGHTS | $7,859 |
| 107 | COVINGTON | With Alleghany Highlands |
| 108 | DANVILLE | $23,576 |
| 109 | FALLS CHURCH | $7,859 |
| 110 | FREDERICKSBURG | $15,717 |
| 111 | GALAX | $7,859 |
| 112 | HAMPTON | $31,434 |
| 113 | HARRISONBURG | $7,859 |
| 114 | HOPEWELL | $15,717 |
| 115 | LYNCHBURG | $23,576 |
| 116 | MARTINSVILLE | $15,717 |
| 117 | NEWPORT NEWS | $47,152 |
| 118 | NORFOLK | $62,869 |
| 119 | NORTON | $7,859 |
| 120 | PETERSBURG | $23,576 |
| 121 | PORTSMOUTH | $39,293 |
| 122 | RADFORD | $7,859 |
| 123 | RICHMOND CITY | $47,152 |
| 124 | ROANOKE CITY | $39,293 |
| 126 | STAUNTON | $15,717 |
| 127 | SUFFOLK | $23,576 |
| 128 | VIRGINIA BEACH | $62,869 |
| 130 | WAYNESBORO | $15,717 |
| 131 | WILLIAMSBURG/JAMES CITY | $15,717 |
| 132 | WINCHESTER | $15,717 |
| 134 | FAIRFAX CITY | With Fairfax County |
| 135 | FRANKLIN CITY | $7,859 |
| 136 | CHESAPEAKE  | $47,152 |
| 137 | LEXINGTON | With Rockbridge County |
| 138 | EMPORIA | With Greensville County |
| 139 | SALEM | $7,859 |
| 140 | BEDFORD CITY | With Bedford County |
| 142 | POQUOSON | $7,859 |
| 143 | MANASSAS  | $23,576 |
| 144 | MANASSAS PARK | $7,859 |
| 202 | COLONIAL BEACH | $7,859 |
| 207 | WEST POINT | $7,859 |
|  | **TOTAL**  | **$2,247,581** |

**BACK COVER**

*The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.*