



**#115-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #115-22**

DATE: June 3, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **Recruitment and Retention Support Grant: Request for Proposals**

As part of Virginia's American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) funding, \$500,000 in grant funding is available to assist public school divisions with recruitment and retention initiatives. Specifically, this Recruitment and Retention Support Grant, modeled after the successful Continuing Education Support Pilot Grant (December 2021), is designed to offer recruitment incentives to new employees and/or to provide continuing education support for current employees pursuing Virginia licensure. Divisions may submit a proposal for using up to \$30,000 over the course of one year (2022-2023) to incentivize new employees to accept a position with the division and/or to cover tuition and institutional fees for teachers and classified staff members enrolling in classes at a regionally accredited institution of higher education in pursuit of Virginia licensure.

All Virginia public school divisions are eligible to apply. In submitting a proposal, divisions will estimate the anticipated amount to be spent on bonuses and/or the anticipated cost of tuition and related institutional fees and will provide an estimate of the number of individuals likely to benefit. Divisions are required to consider all prospective and current employees (teachers and non-teaching staff) but will have the latitude to develop their internal procedures for incentives and/or selecting participants for continuing education support.

Proposals are due by 4pm on Friday, July 1, 2022 and should be submitted via email to Dr. Meg Homer: [Meghan.Homer@doe.virginia.gov](mailto:Meghan.Homer@doe.virginia.gov). Divisions applying for funding will be notified of their award status in mid-July of 2022 and will receive additional details on seeking reimbursement. A mid-term and final report will be due to the Virginia Department of Education, detailing how funds were used, including supplemental documentation as appropriate. Division awarded grant funding must request reimbursement of funds via the Online Management of Education Grant Awards (OMEGA) system no later than September 16, 2023. See **Attachment A** for complete details and [register for a virtual information session](#) scheduled for **Wednesday, June 15th at 4pm**.

### For more information

If you have questions, please contact Dr. Meg Homer, Educator Engagement Specialist Department of Teacher Education & Licensure, at [Meghan.Homer@doe.virginia.gov](mailto:Meghan.Homer@doe.virginia.gov).

JB/JBJ/mkh

- A. Attachment: [Recruitment and Retention Support Grant Proposal](#) (DOCX)