



FY 2024 Career Switcher Mentor Grant Terms of Grant Award

Grant Details:

- **Authorized by:** Virginia Department of Education (VDOE)
- **Recipient and Grant Award Amount:** The recipients and grant award amounts for the Career Switcher New Teacher Mentor Grant are specified in the FY 2024 Division Awards list.
- **Grant Authority:** This grant is authorized under the Virginia Acts of Assembly Chapter 1, Item 137 C.30.
- **Fund Source:** General Fund
- **Revenue Source Code:** 240467
- **Program Service Area:** 178002
- **Project Code:** APE63480
- **Grant Award Number:** CS-MENTOR-FY24
- **Recipient Type:** School Divisions
- **Grant Award Type:** New
- **Fiscal Year:** 2024

Award Period

The dates of the award period are July 1, 2023 - June 30, 2024.

Terms and Conditions

This appropriation from the general fund is to provide grants to school divisions that employ new teachers entering the profession through the Career Switcher Program. Each local school division will receive \$1,950 per Career Switcher reported in the annual new teacher data collection to support mentoring programs for the Career Switchers. All awards are taxable to the recipient if funds are issued to individuals, and the school division is responsible for ensuring all taxes are remitted.

One lump-sum payment will be issued to the school division by January 19, 2024.

Any unused funds must be returned to the Virginia Department of Education by July 12, 2024.

See subsequent documentation for additional required special terms and conditions for grant awards or cooperative agreements required for this grant.

Please note, limited state funds may be available to support mentoring programs for new teachers who hold an active Provisional Career Switcher License, are enrolled in the Career Switcher Program, and were employed after the fall consolidated data collection. A supplemental data collection for Spring 2024 for the Career Switcher Mentor Grant will be announced in February 2023 via the VA Education Updated Newsletter. Additional information will be provided at that time.

If you have any questions about the Career Switcher New Teacher Mentor Grant please contact Shawna LeBlond, Director of Apprenticeships, at Shawna.LeBlond@doe.virginia.gov or (804) 750-8594.

ADDITIONAL REQUIRED SPECIAL TERMS AND CONDITIONS
FOR GRANT AWARDS OR COOPERATIVE AGREEMENTS

A. Intellectual Property

(i.e. papers, reports, forms, materials, creations, or inventions (intangible property))

Special Terms and Conditions for Intellectual Property apply for all grants or cooperative agreements, regardless of funding source (General, Special, Federal).

Additionally, Federally funded grants or cooperative agreements must meet the requirements of the specific federal grant, such as making any work (e.g., materials, tools, processes, systems) developed freely available to the public, ensuring any websites developed meet government or industry recognized standards for accessibility, and the requirements of **2 CFR §200.315 Intangible Property**, are met.

SECTION I. Grants or Cooperative Agreements under which no Intellectual Property will be created

INTELLECTUAL PROPERTY: The parties agree that no Intellectual Property will be created in performance of this grant or cooperative agreement.

B. Suspension and Debarment Compliance – Non-Procurement Covered Transactions

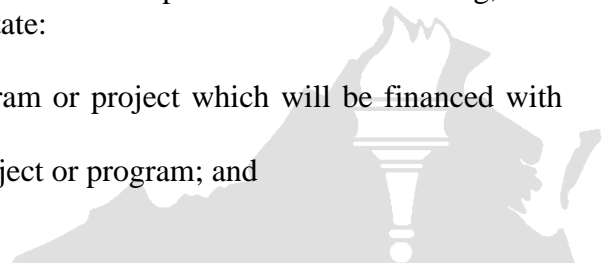
According to 2 CFR §200.213, non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

All recipients of federal funds through this transaction must comply with 2 CFR 180, Subpart C as a condition of participation in this transaction, and must include similar terms or conditions in lower-tier covered transactions.

C. Federal Funding in Public Announcements

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal funding, U.S. Department of Education sub-grantees shall clearly state:

1. the percentage of the total costs of the program or project which will be financed with Federal funding;
2. the dollar amount of Federal funds for the project or program; and



Attachment A – Special Terms and Conditions

3. the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 113-76. Consolidated Appropriations Act, 2014.

D. Prohibition of Text Messaging and Emailing While Driving During Official Federal Grant Business

Federal grant recipients, sub-recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving.

Recipients must comply with these conditions under Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009.

E. Monitoring and Reporting

1. VDOE and auditors shall have access to sub-recipient records and financial statements as necessary to meet monitoring requirements.
2. Project reimbursement and amendment requests must be made utilizing VDOE’s automated system Online Management of Education Grant Awards (OMEGA). Exceptions may be granted by VDOE grants managers via notice on the Notification of Grant Award if project reimbursement submissions are expected to be minimal during the award period.
3. Reimbursement may be requested prior to an activity, after the expenditure of funds, where payment in advance of an activity is required. This includes but is not limited to airfare, deposits, and registrations. The LEA is responsible for reconciling expenses after the activity has occurred. Reimbursement may be requested for the difference of expenses higher than the previously requested amount. Expenses lower than the previously requested amount must be repaid via a credit on a reimbursement request within 30 days of the completed activity.

