



Virginia Department of Education
Recruitment and Retention Support Grant (Second Iteration)
Revised Terms of Grant Award
Updated May 2024

Grant Details:

- **Authorized by:** Virginia Department of Education (VDOE)
- **Grant Authority:** This grant is authorized under Virginia's American Rescue Plan of 2021 Elementary and Secondary School Emergency Relief (ARP ESSER) Fund grant award.
- **Recipient and Grant Award Amount:** The recipients and grant award amounts for the Recruitment and Retention Support Grant were specified in the [Superintendent's Memorandum #059-23 posted on March 31, 2023](#). **No changes were made to division awards during this revision.**
- **Fund Source:** 10240 (Federal)
- **Revenue Source Code:** 84.425
- **Program Service Area:** 179001
- **Project Code:** APE41117
- **Grant Award Number:** S425U210008
- **Recipient Type:** School Divisions
- **Grant Award Type:** Revision 1
- **Fiscal Year:** 2021

Award Period

The dates of the award period are January 1, 2023 - ~~June 30, 2024~~ **August 30, 2024**.

Terms and Conditions

School divisions are required to submit a mid-term progress report by **August 24, 2023** and a final report by ~~May 10, 2024~~ **September 27, 2024**. The annual progress report should include the number of employees served, expenditures, a narrative on the impact of the grant, and

supplemental materials (such as documentation of satisfactory performance evaluation, unofficial transcripts, etc.) as applicable. More detailed instructions for report format will be provided by email to the individual identified in the proposal as the contact. All reports should be emailed to Dr. Meg Homer (Meghan.Homer@doe.virginia.gov) and copy Shawna LeBlond (Shawna.LeBlond@doe.virginia.gov) **and copy Ahmad Saidi** (Ahmad.Saidi@doe.virginia.gov) with the subject line “Recruitment and Retention Support Grant” by 4pm on the identified deadline date.

Reimbursements may be processed once funds are distributed from Object Code 0000 to the other object codes in OMEGA. To distribute amounts from Object Code 0000, the OMEGA budget coordinator needs to submit a budget transfer request by selecting “change my object code budget” from the “I want to...” list. Funds will be available for reimbursement when the budget transfer has been approved by all required reviewer levels and the transfer has the status “transfer completed”. To expedite the reimbursement process, please utilize the comment box to identify the specific grant and provide context when putting in reimbursement requests (example: RARS 2.0). Any questions about OMEGA should be directed to Shawna LeBlond (Shawna.LeBlond@doe.virginia.gov) or the Omega Support email (OMEGA.Support@doe.virginia.gov). Last day for reimbursement will be **June 3, 2024** **September 27, 2024**. Any unspent balances will be returned to the Virginia Department of Education.

Funds should align with the approved grant proposal. For those divisions planning to use grant funding to create monetary incentives to establish retention bonuses (for teachers employed as of January 1, 2023) or for hiring incentives (for employees hired January 1, 2023 – June 30, 2023), must provide half of the identified incentive payment to the individual no later than January 1, 2024 and provide the balance of the full amount to the individual no earlier than May 1, 2024. The second installment should only be provided if the individual receives a satisfactory performance evaluation and provides a commitment to return to the same school for the 2024-2025 school year. The incentive awards are taxable to the recipient, and the school division is responsible for ensuring all taxes are remitted. Please note school divisions may be required to provide additional information on recipients for reporting purposes. NOTE: Individuals in a local school division who have confirmed their intent to continue in their role for the 2023-2024 school year in Virginia as of July 1, 2023, who accept an otherwise qualifying position in another local school division, are not eligible for this incentive.]

Divisions planning to use funds for continuing education support must develop a procedure for tracking enrollment and class registration and successful completion and are advised to secure promissory notes with the individual recipients outlining plans for the recipient to return unused tuition dollars if the recipient does not complete the intended class(es). Please note that school divisions may be required to provide additional information on recipients such as progress towards renewable license, information on which universities are being utilized for coursework and endorsements etc.