



## COMMONWEALTH OF VIRGINIA

*Department of Education*

*Department of Special Education and Student Services*

*Office of Special Education Family Support and Special Facilities*

### **Special Project Funds for Parent Resource Centers**

#### **PARENT RESOURCE CENTER PERSONNEL APPLICATION FOR FUNDING**

The Virginia Department of Education (VDOE), Department of Special Populations (SESS), and the Office of Special Education Family Support and Special Facilities (SEFFE) recognize the impact that a well-established special education parent resource center (PRC) can have on ensuring that parents are informed of their rights and responsibilities related to the special education processes outlined in the *Individuals with Disabilities Education Improvement Act (IDEA 2004)* and the *Regulations Governing Special Education Programs for Children with Disabilities in Virginia* (the Virginia Regulations) and, as such, have a direct impact on increasing outcomes for students with disabilities. Therefore, the VDOE has set aside a limited pool of funds, up to \$15,000 per request, to assist with funding PRCs, which due to budgetary considerations, had to cut or reduce its local funding for staffing of special education parent resource centers (PRCs) for the 2024-2025 school year. If the PRC was established as a regional center to serve more than two school divisions, please contact Tracy Lee for subgrant funding information. The local school division making the application must accept responsibility for being the fiscal agent for the sub-grant award. If the sub-grant award is being sought for a regional PRC, only one application is required from the local school division that will serve as the fiscal agent and provide oversight for the sub-grant administration and reimbursement requests.

In order to be considered for funding, the application below must be completed in its entirety and have all of the required supporting documentation. This funding is for a specific PRC activity only. Requests for office furnishings, telephones or associated supports, TVs, audio technical devices, computers, monitors, or any other computer support equipment will not be considered and, as such, should not be included in this application.

Questions related to this funding application may be directed primarily to Dr. Chiquita Seaborne, Family Engagement/Special Projects Coordinator via telephone, at (804) 418-4672, or via email, at [Chiquita.Seaborne@doe.virginia.gov](mailto:Chiquita.Seaborne@doe.virginia.gov). Applicants may also contact the Coordinator of Family Engagement, Tracy Lee, via telephone, at (804) 418-4761, or via email, at [Tracy.Lee@doe.virginia.gov](mailto:Tracy.Lee@doe.virginia.gov).

**FUNDING APPLICATION**

***PARENT RESOURCE CENTER PERSONNEL***

**SECTION 1 – SCHOOL DIVISION MAKING APPLICATION:**

School Division Name:

Address:

Primary Contact Name:

Phone:

Fax:

Email address:

Is the PRC serving other school divisions other than the one making the application? Yes      No

If yes, which additional school division(s) is/are being served?

**SECTION 2 – SCHOOL DIVISION SERVING AS FISCAL AGENT INFORMATION:**

School Division Name:

School Division's Unique Entity Identification (UEI):

Fiscal Agent Contact Name:

Fiscal Agent Phone:

Fiscal Agent Email address:

**SECTION 3 – DESCRIPTION OF HOW APPROVED FUNDING WILL BE UTILIZED:**

A. Describe the current staffing arrangements for the PRC.

B. Identify the number of families served through the PRC during the previous two years: and attach documentation to support these numbers.

2022-2023:

2023-2024:

- C. If the staffing in which funding is being requested will be available to the general education population, as well as the special education population, please provide the following information:

General education families served by the PRC during the 2023-2024 school year:

Special education families served by the PRC during the 2023-2024 school year:

- D. Identify the current dollar amount of local budget or in-kind (i.e., use of library) services allocated to the PRC for its overall operations:

**Personnel Staffing:**

**Facilities:**

**Resources:**

Total **locally** budgeted amount:

- E. Total cost of the staffing:
- F. Amount of local funding available for this staffing:
- G. Amount of funding being requested from VDOE:
- H. Total amount of any and all previous funding received from VDOE (**Note: Having received previous funding does not automatically disqualify a school division from applying for funding during this award cycle.**):
- I. Year(s) in which previous funding was provided:
- J. Describe in detail how the funding will be used to provide staffing to the parent resource center. Also, describe how approval of this request will improve family/school collaboration and outcomes for children with disabilities.



K. Please indicate below how, if approved, the funds will be dispersed by object code for fiscal purposes:

| <b>Expenditure Account</b>    | <b>Object Code</b> | <b>Amount Requested</b> |
|-------------------------------|--------------------|-------------------------|
| Personal Services             | 1000               |                         |
| Employee Benefits             | 2000               |                         |
| Purchased/Contracted Services | 3000               |                         |
| Internal Services             | 4000               |                         |
| Other Services                | 5000               |                         |
| Materials/ Supplies           | 6000               |                         |
| Capital Outlay                | 8000               |                         |

L. Describe how you will evaluate the success of the duties and activities performed by the PRC staff being funded by this grant. (An evaluation report will be required.)



**SECTION 4 – SUPPORTING DOCUMENTATION REQUIRED:**

- Data supporting the activity of the PRC during the last year. (Attach end of year report or other documentation reflecting the impact of the PRC in assisting parents)
- Two letters or other evidence supporting the need for the activity or product from any source, such as a Director of Special Education, local SEAC chairperson, a parent, a principal, etc.
- A letter from the Superintendent or his/her designee outlining how the school division will consider supporting the continued staffing of the PRC beyond the 2024-2025 budget year.

**SECTION 5 – ACKNOWLEDGEMENTS AND SIGNATURES:**

Absent any of the above supporting documentation or otherwise incomplete applications will result in the funding request being disapproved and returned for further information.

Any awarded funds made available through this funding **must** be encumbered **no later than September 30, 2025**, and all reimbursement requests made to VDOE through the Online Management of Education Grant Awards (OMEGA) system **no later than October 30, 2025**.

Applicant signatures below indicate an understanding that the available funds are extremely limited and, as such, will be awarded on a first-come, first-served basis.

SIGNATURES:

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Printed Name/Signature of Special Education Director

Date

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Printed Name/Signature of Fiscal Agent

Date

**SECTION 6 – REVIEW AND APPROVAL:**

A. Application Review

This application for funding has been reviewed for completeness and it is recommended that the request be Approved  Rejected  and returned for the following reason(s)/documentation:

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Printed Name/Signature of Reviewer

Date

B. Funding Approval

This funding request is Approved  Rejected  for the following reason(s):

Funding Award Number:

Amount:

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Printed Name/Signature of SEFFE Director or Designee

Date