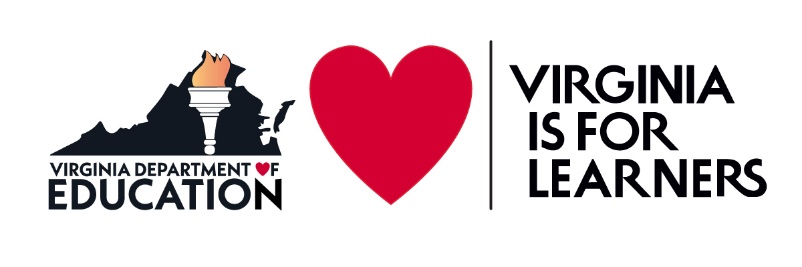
****

# FISCAL YEAR 2023

# COMPETITIVE GRANT APPLICATION FOR PRAXIS AND VIRGINIA COMMUNICATION & LITERACY ASSESSMENT ASSISTANCE TO SUPPORT PROVISIONALLY LICENSED TEACHERS & PRE-SERVICE EDUCATION CANDIDATES SEEKING FULL LICENSURE IN VIRGINIA

**Deadline for Proposals: December 23, 2021**

## Contact information:

Dr. Joan B. Johnson, Assistant Superintendent

Dr. Meg Homer, Educator Engagement Specialist

Department of Teacher Education and Licensure

Virginia Department of Education

**[Physical Address:]**

James Monroe Building – 24th Floor

101 North 14th Street

Richmond, Virginia 23219

Email: meghan.homer@doe.virginia.gov

Telephone: (804) 371-2522

### VIRGINIA DEPARTMENT OF EDUCATION

### COMPETITIVE GRANT APPLICATION PACKET

**Issue Date: December 9, 2021**

**Title: 2022-23 Competitive Grant for Praxis and Virginia**

**Communication & Assessment Assistance to Support**

**Provisionally Licensed Teachers & Pre-Service Education**

**Candidates Seeking Full Licensure in Virginia**

**Issuing Agency: Physical Address:**

**Virginia Department of Education**

**Department of Teacher Education and Licensure**

**James Monroe Building – 24th Floor**

**101 North 14th Street**

**Richmond, Virginia 23219**

**Mailing Address:**

**Virginia Department of Education**

**Department of Teacher Education and Licensure**

**P. O. Box 2120**

**Richmond, Virginia 23218-2120**

**Issued to: Teacher preparation programs in public institutions of higher education, teacher preparation programs in private institutions of higher education that are partnered with a public school division, public school divisions partnering with teacher preparation programs in institutions of higher education, or nonprofit organizations in all regions of the state may apply.**

**In the selection process, the Virginia Department of Education may consider the geographic distribution of grant recipients.**

**Purpose of Grant: To subsidize test fees and the cost of tutoring, workshops or other remediation programs for provisionally licensed teachers or pre-service education candidate seeking full**

**licensure in Virginia.**

**Funding Authority: Virginia’s American Rescue Plan Elementary and Secondary School Emergency Relief**

**Amount of Grant: Grant Awards to subsidize test fees, the cost of tutoring, preparation materials, and/or workshops for provisionally licensed teachers and/or pre-service education candidates may be up to $12,000. (Grant awards are subject to available funding.)**

**Grant Period: Jan. 10, 2022-- Sept, 2022**

**Application Submission Deadline: 4 p.m., December 23, 2021**

**SUBMISSION OF GRANT PROPOSAL:**

In order to be considered for selection, applicants must submit a complete response. The application materials (one original and five copies) may be mailed, hand delivered, or commercially delivered to the appropriate address below. In addition, one copy of the proposal must be submitted via email to meghan.homer@doe.virginia.gov. The subject line in the email should read, **“GRANT APPLICATION FOR PROVISIONALLY LICENSED TEACHERS AND PRE-SERVICE CANDIDATES.”** Please note: The emailed application as well as the *hard-copy original* and *five copies*, must be received by the Department of Teacher Education and Licensure, Virginia Department of Education, **no later than 4 p.m., Eastern Time, on December 23, 2021**. Proposals received after the deadline will not be accepted unless the deadline is modified by addendum to the Request for Proposals.

|  |  |
| --- | --- |
| **Physical Address:**  Meg Homer, Educator Engagement Specialist  Teacher Education and Licensure  Virginia Department of Education  James Monroe Building, 24th Floor  101 North 14th Street  Richmond, Virginia 23219 | **Mailing Address**:  Meg Homer, Educator Engagement Specialist  Teacher Education and Licensure  Virginia Department of Education  P. O. Box 2120  Richmond, Virginia 23218-2120 |

Please direct all inquiries, questions, and requests for information to: Dr. Meg Homer, Educator Engagement Specialist, or Dr. Joan B. Johnson, Assistant Superintendent for Teacher Education and Licensure, with the Virginia Department of Education, by email ([meghan.homer@doe.virginia.gov](mailto:meghan.homer@doe.virginia.gov) ) or by phone (804) 371-2522.

**Note: The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.**

##### COMPETITIVE GRANT REQUIREMENTS

#### PURPOSE AND BACKGROUND

As part of Virginia’s American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER), $80,000 in grant funding is available to assist provisionally licensed teachers and pre-service education candidates seeking full licensure in Virginia. The Virginia Department of Education (VDOE) is seeking grant proposals, for up to $12,000, from institutions seeking to support provisionally licensed teachers and pre-service candidates. Teacher preparation programs in public institutions of higher education, teacher preparation programs in private institutions of higher education that are partnered with public school divisions, public school divisions partnering with teacher preparation programs in institutions of higher education, or nonprofit organizations in all regions of the state may apply. The grant awards are to subsidize test fees (Praxis and VCLA assessments), the cost of tutoring, preparation materials, and/or the cost of hosting workshops to assist provisionally licensed teachers and/or pre-service education candidates seeking full licensure in Virginia. Funds will be disbursed to the division/institution/organization and the appropriate fiscal administrators will be responsible for overseeing all payments for the proposed services/work as outlined in the application. As part of the submission process, each applicant will provide a detailed plan for using the funds, including a proposed budget and timeline, intended audience, and plans for evaluation.

The Board of Education prescribed Praxis and VCLA assessments for initial licensure, unless otherwise exempted, are as follows. For additional information, refer to the [licensure page](http://www.doe.virginia.gov/teaching/licensure/index.shtml) on the Virginia Department of Education’s website.

**COMMUNICATION AND LITERACY ASSESSMENT**

**Virginia Communication and Literacy Assessment**

#### CONTENT ASSESSMENTS

**Praxis Subject Assessments** (if applicable)

#### READING ASSESSMENT [Required for the specific endorsement areas listed below.]

**Praxis Series Reading for Virginia Educators (RVE): Elementary and Special Education (5306)** -- A reading assessment [Reading for Virginia Educators: Elementary and Special Education-RVE] is required for individuals seeking initial licensure in any of the following endorsements (teaching areas): Early/Primary Education preK-3, Elementary Education preK-6, Special Education-General Curriculum, Special Education Hearing Impairments, and Special Education Visual Impairments. [This assessment also may apply to those individuals with endorsements in Special Education-Emotional Disturbances, Special Education-Specific Learning Disabilities, and Special Education-Intellectual Disabilities who were advised under previous regulations to meet this assessment requirement for full licensure.]

#### II. STATEMENT OF NEEDS

**Applicant’s Proposal**:

Proposals shall:

* 1. Provide a detailed description, including delivery and a timeline, of the assistance (test fees and cost of tutoring, for example) to be provided to provisionally licensed teachers and/or pre-service education candidates. Include a detailed description of the assistance to be provided, how participants will be identified and notified, prospective participants’ access to the assistance, and plan for program evaluation.
  2. Describe the number of provisionally licensed teachers and/or pre-service education candidates to receive assistance, where they are currently employed as teachers or enrolled as education students, and the type of assistance each will receive.
  3. List all grant partners and describe their roles in the grant.
  4. Include (1) a detailed budget narrative and (2) budget summary form. Grant awards may be up to $12,000. See Appendix C for definition of services.
  5. Include a brief description of how the program will be evaluated to determine whether the goal(s) and objectives were met. **A final report of the grant and how it met goals and objectives, including data, must be submitted by February 1, 2023, to the Virginia Department of Education by grant recipients. The format of the final report will be provided by the Virginia Department of Education.**

#### III. SPECIFIC PROPOSAL INSTRUCTIONS

1. University and school proposals shall be signed either by the dean/chair of the school/department or by the public school division superintendent. Non-profit organization proposals shall be signed by the chief management officer. All information requested should be submitted. Failure to submit all information requested may result in the Virginia Department of Education requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the Virginia Department of Education.
2. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the grant. Emphasis should be placed on completeness and clarity of content.
3. Proposals should be organized in the order in which the requirements are presented in the application, beginning with the cover page. The Application Cover Page and Assurances Form are provided in Appendix A. The Assurances page must follow the cover page as the second page of the application. Next, the proposal must address each of the requirements listed in the STATEMENT OF NEEDS.

All pages of the proposal should be numbered. The proposal should contain a table of contents. Information which the applicant desires to present that does not fall within any of the requirements of the application should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the application requirements are specifically addressed.

1. Proposals should be as thorough and detailed as possible so that the Virginia Department of Education may properly evaluate the applicant’s capabilities to meet the requirements of the grant. Submission guidelines are as follows:

* Applicants are required to return an Application Cover Page (page 1 of the application) followed by the Assurances (page 2 of the application), the statement of needs (including the narrative budget, and Budget Summary form).
* Applications should not be submitted in binders or special covers.
* Applications should be typed on 8-1/2-inch by 11-inch paper, single-sided pages, with a one-inch margin on all sides.
* A standard 12-point font, such as Times New Roman or Arial, should be used for the proposal and any appendices.
* Boldface type, underlining, and italics may be used. However, do not use color text.
* Page numbers should be noted on each page. Start with page one and number the pages consecutively throughout the document.
* Reliance on the use of and reference to appended materials is discouraged. If appended materials are required, these should be kept to a minimum.

1. Ownership of all data, materials, and documentation originated and prepared for the Virginia Department of Education pursuant to the application shall belong exclusively to the Virginia Department of Education and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*.

#### IV. EVALUATION AND AWARD CRITERIA

1. Review Process: As proposals are received at the Department, they will be reviewed by staff for completeness. If, in the judgment of the Department, a proposal is late or significantly incomplete, the proposal will be omitted from the competition. The decision of the Department is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

A review panel will evaluate eligible applications based on the required application components and the established criteria. The review panel will review each eligible application and make recommendations to the Virginia Department of Education in the areas of program, budget, and efficacy. The review panel’s scores and recommendations will be a primary determinant of successful proposals and will form the basis for negotiation and final selection. The Virginia Department of Education may consider the geographic distribution in making the competitive grant awards. Following the review, applicants may be contacted by Department staff to discuss any modifications of the application that may be required.

Decisions about award amounts take into consideration a number of factors including the amount of available funds, the number of applications recommended for funding, and the amounts requested in the recommended applications. In the event that the total amount requested in the applications recommended for funding exceeds the total amount of available funding, awards will be adjusted to accommodate the difference.

1. Proposals will be evaluated by the Virginia Department of Education using the following criteria. **[Refer to the Statement of Needs for additional criteria on which proposals will be evaluated.]**

The maximum number of points that an application can receive is 100 based on the following distribution.

| ITEM | AWARD CRITERIA  [Refer to the corresponding item number in the Statement of Needs section for additional criteria on which proposals will be evaluated.] | POINT  VALUE |
| --- | --- | --- |
| 1. | **Description of the Program**  Points will be awarded for:   * The type, quality, and delivery of the assistance (test fees and cost of tutoring) to be provided to provisionally licensed teachers and/or pre-service education candidates * Accessibility of assistance to prospective participants * Process to pay test fees and/or other proposed services * Timeline to deliver support to participants | 30 |
| 2. | **Number of Participants (The number of provisionally licensed teachers and/or pre-service education candidates to be supported.)**  Points will be awarded for:   * The number of provisionally licensed teachers and/or pre-service education candidates to be supported | 20 |
| 3. | **Partnerships**  Points will be awarded for:   * Partnerships to provide support for participants | 10 |
| 4. | **Evaluation**  Points will be awarded for:   * The description of how data will be collected and reported to demonstrate the grant’s achievement of its goals and objectives (i.e., pass rates, participation rates, number of those who achieve the regular license). | 10 |
| 5. | **Budget**  Points will be awarded for:   * The description of the budget and the efficient use of the funds to provide support for teachers and pre-service education candidates   Please include any in-kind contributions (even though not a requirement of the grant). | 30 |
|  | ***Total*** | ***100*** |

##### APPENDICES

**APPENDIX A: APPLICATION COVER PAGE AND ASSURANCES PAGE 1 OF 2**

|  |  |
| --- | --- |
| **VIRGINIA DEPARTMENT OF EDUCATION**  **Department of Teacher Education and Licensure** | |
| Mailing Address  Dr. Joan B. Johnson,  Assistant Superintendent  Dr. Meg Homer,  Educator Engagement Specialist  Teacher Education and Licensure  Department of Education  P. O. Box 2120 Richmond, Virginia 23218-2120 | Street Address  Dr. Joan B. Johnson  Assistant Superintendent  Dr. Meg Homer,  Educator Engagement Specialist  Teacher Education and Licensure  Department of Education  James Monroe Building, 24th Floor  101 North 14th Street  Richmond, Virginia 23219-3684 |

# GRANT APPLICATION FOR PRAXIS AND VIRGINIA COMMUNICATION & LITERACY ASSESSMENT ASSISTANCE TO SUPPORT PROVISIONALLY LICENSED TEACHERS AND PRE-SERVICE EDUCATION CANDIDATES SEEKING FULL LICENSURE IN VIRGINIA

***2022-23***

**Application Cover Page and Assurances**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Applicant (Entity)** |  | | | |
| **Address** |  | | | |
| **Name of Grant Contact:** |  | | | |
|  | | | | |
| **Title:** |  | | | |
|  | | | | |
| **Address:** |  | | | |
|  | | | | |
| **Telephone:** |  | **Fax:** |  | |
|  | | | | |
| **Email:** |  | | |  |
|  | | | | |
| **Total State Funding Amount Requested: $**       [up to $12,000] | | | | |

|  |  |  |
| --- | --- | --- |
| **Certification:** | | |
| I certify to the best of my knowledge that the information in this application is correct, that the filing of this application is duly authorized, and that this organization will comply with the attached Statement of Assurances. | | |
| Typed or Printed Name of Division Superintendent, College or University Dean, or Chief Management Officer |  | Title |
|  |  |  |
| **Signature** of Division Superintendent, College or University Dean, or Chief Management Officer |  | Date |

**APPENDIX A: APPLICATION COVER PAGE AND ASSURANCES PAGE 2 OF 2**

|  |  |
| --- | --- |
| **VIRGINIA DEPARTMENT OF EDUCATION**  **Department of Teacher Education and Licensure** | |
| Mailing Address  Meg Homer  Educator Engagement Specialist  Teacher Education and Licensure  Virginia Department of Education  P. O. Box 2120  Richmond, Virginia 23218-2120 | Street Address  Meg Homer  Educator Engagement Specialist  Teacher Education and Licensure  Department of Education  James Monroe Building, 24th Floor  101 North 14th Street  Richmond, Virginia 23219-3684 |

# GRANT APPLICATION FOR PRAXIS AND VIRGINIA COMMUNICATION & LITERACY ASSESSMENT ASSISTANCE TO SUPPORT PROVISIONALLY LICENSED TEACHERS AND PRE-SERVICE EDUCATION CANDIDATES SEEKING FULL LICENSURE IN VIRGINIA

***2022-23***

**Statement of Assurances**

Should an award of state funds be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the Virginia Department of Education that the authorized official will:

1. Conduct activities funded by this project in compliance with laws, regulations, and grant criteria;
2. Protect confidential personally identifiable information associated with the grant in accordance with federal law and the *Code of Virginia*. Grantees that utilize, access, or store personally identifiable information as part of the performance of this grant are required to safeguard this information and immediately notify the Virginia Department of Education of any breach or suspected breach in the security of such information.
3. Submit a progress report by May 2, 2022, including, but not limited to, up-to-date information on number of individuals invited to participate, the number of active participants, any available pass-rates, and information on services/programming offered or confirmed.
4. Submit a final report by February 1, 2023, a final report, with required documentation and data in the format requested, to the Virginia Department of Education.

**APPENDIX B: BUDGET SUMMARY FORM PAGE 1 OF 1**

|  |  |
| --- | --- |
| **VIRGINIA DEPARTMENT OF EDUCATION**  **Department of Teacher Education and Licensure** | |
| Mailing Address  Meg Homer  Educator Engagement Specialist  Teacher Education and Licensure  Department of Education  P. O. Box 2120 Richmond, Virginia 23218-2120 | Street Address  Meg Homer  Educator Engagement Specialist  Teacher Education and Licensure  Department of Education  James Monroe Building, 24th Floor  101 North 14th Street  Richmond, Virginia 23219 |

# GRANT APPLICATION FOR PRAXIS AND VIRGINIA COMMUNICATION & LITERACY ASSESSMENT ASSISTANCE TO SUPPORT PROVISIONALLY LICENSED TEACHERS AND PRE-SERVICE EDUCATION CANDIDATES SEEKING FULL LICENSURE IN VIRGINIA

***2022-23***

**Budget Summary**

**In addition to the narrative budget, the Budget Summary Form must be completed.**

|  |  |  |
| --- | --- | --- |
|  | | **Totals** |
| **I. TEST FEES REQUESTED** | |  |
| Number of Test Fees to be paid  **[The Budget Narrative should provide a breakdown of costs – tests, registration fees, tests fees, etc.]** |  |
| **TOTAL STATE FUNDS REQUESTED FOR TEST FEES** |  |
| **II. TEST SUPPORT** | |  |
| 1. 1000 – Personnel Services (Salaries/Wages) |  |
| 2. 2000 – Employee Benefits |  |
| 3. 3000 – Purchased/Contractual Services |  |
| 4. 5000 – Other Charges |  |
| 5. 6000 – Materials and Supplies |  |
| **TOTAL STATE FUNDS REQUESTED**  (Add Totals for Part I and Part II.) | |  |

**APPENDIX C: DEFINITION OF SERVICES PAGE 1 of 5**

EXPENDITURE ACCOUNT DESCRIPTIONS

These accounts are for budgeting and recording expenditures of the educational agency for activities under its control. Below are definitions of the major expenditure categories. The descriptions provided are examples only. For further clarification on the proper expenditures of funds, contact your school division budget or finance office, the grant specialist in the Virginia Department of Education, or refer to the appropriate federal act.

OBJECT CODE DEFINITIONS:

(revised 4/8/21)

**1000 "PERSONAL SERVICES** – Includes all compensation for the direct labor of persons in the employment of the local government. Salaries and wages paid to employees for full‐ and part‐time work, including overtime, shift differential, and similar compensation. Includes payments for time not worked, including sick leave, vacation, holidays, jury duty, military leave, and other paid absences that are earned during the reporting period.

For the purposes of this report, the term “salaries” means all compensation including base wage. This also includes amounts paid through salary reduction plans, such as tax‐sheltered annuities and flexible benefit plans. Do not confuse this definition with the Virginia Retirement System (VRS) definition, which excludes supplements for retirement calculation purposes in some circumstances."

**2000 "EMPLOYEE BENEFITS** – Job related benefits provided to employees as part of their total compensation. Fringe benefits include the employer’s portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.

NOTE: Fringe Benefits are a significant component of employee compensation and, like salaries and wages, are charged to the appropriate object of expenditure within each program. If possible, fringe benefit costs should be charged to the applicable educational program or activity on an ongoing basis. An alternative is to charge all fringe benefits to various benefit accounts. As part of the year‐end closing process, these accounts are closed, and all costs are allocated to the appropriate educational program or activity. The following methods are suggested for allocating such cost at year‐end. If these methods do not provide reasonable allocations based on circumstances within the school division, then the school division should use another reasonable allocation method. Consistency in application should be maintained at all times.

1) Allocation by percentage of payroll dollars

2) Allocation by Head Count

3) Direct to Program or Activity"

**3000 "PURCHASED/CONTRACTUAL SERVICES** – Services acquired from outside sources (i.e., private vendors, public authorities, or other governmental entities). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description. Allowable payments would be to individual or firms that are independent contractors and not employees of the grantee or sub‐grantee organization. The word honorarium is sometimes used to characterize such payments; the term “fee” is preferred.

**APPENDIX C: DEFINITION OF SERVICES PAGE 2 of 5**

Food Purchases – Prepared meals, working meals, and/or catered services purchased through a vendor are included in this object code. Reimbursement is capped at the per diem rate for the meal listed according to the state travel regulations. Examples for this object code include meals provided during day‐long professional development sessions, or meals provided to support attendance at family engagement activities. Food purchased from catering services and restaurants such as Pizza Hut, Panera Bread, and Subway is included in this object code.

Transportation Services Public Carriers – Payments to public carriers for transportation of pupils on vehicles that are used by the public. Include payments for pupils transported in intra‐city transit buses, taxicabs, airplanes, and intercity/interstate passenger buses.

Transportation Services Private Carriers – Payments (either cash or tokens) to parents for transportation of pupils in lieu of providing transportation on school buses. Include allowable payments to parents for pupils attending public, private, and non‐sectarian schools. Include costs associated with transporting special education students in school board‐owned vehicles to and from school.

Transportation Services by Contract – Payments to private owners of school buses who contract with the school board to transport pupils to and from public schools. Include payments to owners of private vehicles that contract with the school board to transport pupils to and from designated public and private schools.

Purchase of Service from Other Governmental Entities – Payments for services purchased from other governmental entities (i.e., other local governments, public authorities, state agencies, and other LEAs) on a contract/fee basis. Tuition payments to other local governments for a jointly operated center are not included here but are reported under “Payments to Joint Operations” (object code 7000).

Tuition Paid – Other Divisions In‐State, Tuition Paid – Other Divisions Out‐of‐State, and Tuition Paid – Private Schools are included in this object code."

**4000 "INTERNAL SERVICES** – Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intergovernmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management. These services are provided by internal services within the School District and possibly the county but not a vendor.

Food Purchases – Food purchased from the food services department of a school division or sub‐grantee equivalent to support professional development or family engagement events is included in this object code. For example, internal expenses for school cafeterias to provide meals to support attendance at family engagement activities are included in this object code."

**5000 "OTHER CHARGES** – Include expenditures that support the use of programs. Includes expenditures that support the program, including utilities (maintenance and operation of plant), staff/administrative/consultant travel, office phone charges, training, leases/rental, indirect cost, and other.

**APPENDIX C: DEFINITION OF SERVICES PAGE 3 of 5**

Food Purchases – Food Purchases under this object code is restricted to food purchases related to travel reimbursement for meals only (see Travel below). If the sub‐recipient’s internal travel policies conform to state travel regulations, reimbursement is allowable at per diem meals rates according to state travel

regulations. If the sub‐recipient’s internal travel policies require reimbursement for the cost of each meal, reimbursement is capped at the per diem rate for the meal listed according to the state travel regulations. Sub‐recipients must elect either meals per diem or per meals costs as their internal travel policy.

Telecommunications – Include expenditures for recurring telecommunications services for the use of on‐line computer technology (e.g., telephone/telecommunications line charges). Telephone charges for line service for Internet connectivity and the Electronic Classroom program. Package pricing from a vendor for Accident or cyber‐risk insurance, LTE mobile carrier data plans, Internet access via an Internet Service Provider. Package pricing from a vendor for hardware, content filtering, data plans, extended warranty services and other components of the package when no breakout pricing is available.

Utilities – Payments for heat, electricity, water, and sewer services regardless of whether the service is provided by a private enterprise authority or an enterprise fund operated by a local government.

Communications – Payments for postal, messenger, and telecommunications services, typically office voice telephone charges. (Telecommunication costs directly related to technology uses should be coded under 6000.) In addition, office telephone charges would be coded under this code.

Insurance – Payments for insurance except those that relate to personal services (i.e., hospitalization, group life, worker’s compensation, unemployment).

Leases and Rentals – Includes payments for leases that are not capitalized and rental of land, structures, and equipment. Do not include payments made under a lease‐purchase agreement.

Travel – includes payments for travel reimbursement for staff/administrative/consultant travel. These are travel costs that are being reimbursed directly to travelers. These costs may include lodging, mileage, meals, and incidentals as allowable according to state travel regulations or documented sub‐recipient internal travel policies. If the sub‐recipient does not have documented internal travel policies, state travel regulations will prevail.

Contributions to Other Entities – Includes payments to other governmental entities or community organizations that are not related to the direct purchase of a service on a fee basis (which is reported under object code 3000) or payments to joint operations (which are reflected under object code 7000).

Public Assistance Payments – Payments to individuals for public assistance programs (general government use only).

Miscellaneous Other Charges – Includes expenditures that support the program, including indirect costs and other costs."

**6000 "MATERIALS AND SUPPLIES** – Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized. This includes any equipment

**APPENDIX C: DEFINITION OF SERVICES PAGE 4 of 5**

purchased under $5,000, unless the LEA has set a lower capitalization threshold. Therefore, computer equipment under $5,000 would be reported in “materials and supplies.”

Food Purchases – Food items purchased from a grocery store or its equivalent for snacks or breaks is included in this object code. Examples include bottled water, granola bars, cookies, and fruit purchased

from a store such as Wal‐Mart, Food Lion, Costco, etc. Prepared meals is not included in this object code; see object code 3000 for prepared/working/catered meals as purchased/contracted services.

Vehicle and Powered Equipment Fuels – Gasoline, lubricating oils, or such other fuel used in the operation of vehicles and powered equipment (e.g., lawnmowers) purchased from private sources or governmental agencies.

Vehicle and Powered Equipment Supplies – Tires, spark plugs, batteries, and chains used in the operation of vehicles and powered equipment purchased from private sources or governmental agencies.

Textbooks – All textbooks and workbooks purchased to be used in the classroom.

Instructional Materials – Books (not textbooks) and other materials.

Technology Software/On‐line Content – Include expenditures for videodiscs and computer programs used in the classroom for instructional purposes, operating system software (i.e., standalone software, not software that is pre‐installed and included in hardware costs), application software, and on‐line or downloadable software and content. Include expenditures for both additions and replacement.

Non‐Capitalized Technology Hardware – Include expenditures for hardware or classroom technology equipment that is not capitalized.

Non‐Capitalized Technology Infrastructure – Include expenditures for technology infrastructure that is not capitalized."

**8000 "CAPITAL OUTLAY** – Note: Indirect cost cannot be claimed against capital outlay and equipment. Outlays that result in the acquisition of or additions to fixed assets. Capital Outlay includes the purchase of fixed assets both replacement and/or additional.

Capital Outlay Replacement Technology –

Hardware Replacements – Include capital outlay for replacement of hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below)

Technology – Infrastructure Replacements – Include capital outlay for replacement of technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below).

Capital Outlay Additions – Include machinery, equipment, furniture, fixtures, communications equipment, motor vehicles, etc. that are capitalized.

**APPENDIX C: DEFINITION OF SERVICES PAGE 5 of 5**

Technology – Hardware Additions – Include capital outlay for additional hardware or classroom technology equipment. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below).

Technology – Infrastructure Additions – Include capital outlay for additional technology infrastructure. (For further clarification on which expenditures should be included in this object code, see the “Special Note” below).

"Special Note ‐ Classification of Hardware and Infrastructure Expenditures:

Report expenditures under technology “hardware” for computers, associated peripheral equipment, and other specialized technology equipment. Computers include desktop and laptop machines, handheld computers (i.e., Personal Digital Assistants or PDAs), and mainframe machines. Peripheral equipment includes devices attached to computers, such as monitors, keyboards, disk drives, modems, printers, scanners, cameras and speakers, etc.

Report other specialized computer devices under technology “hardware” such as fax‐back and voice‐mail resources; videoconferencing and other distance education tools, including satellite transmitters and receivers; cable‐based receivers; and modem or codec‐based video equipment; projection devices, from transparent and opaque projectors to video monitors; and graphing calculators and other specialized computational aids.

Report expenditures under technology “infrastructure” for equipment and devices that enable the linking of computers or video hardware to networks (such as routers, hubs, switches, access servers, modems, or codecs). Infrastructure also refers to cabling installations, whether wire, fiber optic, or coaxial, as well as electrical capacity expansion or HVAC upgrades to support networks. In wireless networking systems, include receivers and transmitters under infrastructure."