

**COMMONWEALTH OF VIRGINIA  
OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION SERVICES  
DEPARTMENT OF EDUCATION  
RICHMOND, VA 23218-2120**

**Expanded GED Testing Services  
2000-2001**

The following individual is responsible for the Expanded GED Testing Program 2000-2001

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Area Code and Telephone Number)

\_\_\_\_\_  
(Area Code and Fax Number) (Email Address)

I hereby apply for funds to expand General Educational Development (GED) testing services to meet the *Compulsory School Attendance; GED Testing provisions set forth in Virginia Code 22.1-254.2.*

The projected cost of this project will be \$\_\_\_\_\_.

\_\_\_\_\_  
(Superintendent) (Date)

**STATE USE ONLY**

\$ \_\_\_\_\_  
State Funds Approved      Date      Associate Director for Adult Education Services

\_\_\_\_\_  
Date      Grants Manager

## **OUTLINE FOR PROPOSAL EXPANDED GED TESTING SERVICES**

### **I. Cover Sheet**

### **II. Statement of Need**

Identify the relevant concerns necessitating an expansion of GED testing services. These may include problems with geographic proximity to established GED test centers (establishing new centers), inability to provide adequate testing services (waiting lists), or lack of funding to accommodate the demand for testing (increasing number of examinees).

### **III. Proposal**

The proposal should provide a detailed plan of how expanded GED testing services will be offered by your school division/program. It should include the following:

- a) the location of the new test center(s) or new satellite site(s), as appropriate (if new test centers or new satellite sites are proposed, the process and a calendar of how this will be accomplished should be included)
- b) the expected number of new test sessions and a calendar of when they will occur, and
- c) the expected increase in the number of examinees.

### **IV. Budget**

A budget form is included in this packet for your convenience. The applicant should identify proposed expenditures by line item. Additionally, a budget narrative detailing how line item expenditures are calculated should be included. The budget narrative should not exceed one page.

## **Instructions for Preparing Program Application and Request for Reimbursement for Expanded GED Testing Services**

### I. Application Procedures

Each school division applying for a grant to expand GED testing services shall submit one copy of the following:

A. Expanded GED Testing Services application

B. Expanded GED Testing Services Outline of Proposal

- ◆ The proposal outline should define the need for expanded testing services, identify the location of the new test center(s) or new satellite site(s), provide the expected increase in test sessions, and provide the expected increase in examinees.
- ◆ In preparing your “Outline of Proposal”, special attention should be given to Section 4 of the GED Examiner’s Manual – Policies and Procedures for Establishing and Operating GED Testing Centers (contact Michelle Phillips, GED training and monitoring specialist at 804-786-7633 for copies).

C. Expanded GED Testing Services Budget

- ◆ The budget sheet should provide a total cost of the project by line item.
- ◆ The budget narrative should provide a description of each cost by budget category.

### II. Reimbursement Procedures

This project is funded for the 2000-2001 school year. Reimbursement for this project must be made before **June 4, 2001**, and cannot exceed actual costs incurred. Reimbursement forms will be sent with the official notification regarding funds.

III. Calendar for 2000-2001

Due on or Before Listed Date

IV. **November 1, 2000**  
June 4, 2001

**Expanded GED Testing Application**  
Reimbursement Requests

**Original to State**

**COMMONWEALTH OF VIRGINIA**  
OFFICE OF CAREER, TECHNICAL AND ADULT EDUCATION SERVICES  
DEPARTMENT OF EDUCATION  
Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120

**EXPANDED GED TESTING SERVICES**  
BUDGET SUMMARY SHEET  
Fiscal Year 2000-2001

School Division: \_\_\_\_\_

Expenditure Account	State Funds
1000 Personal Services	
2000 Employee Benefits	
3000 Purchased Services	
4000 Internal Services	
5000 Other Charges	
6000 Materials & Supplies	
8000 Equipment	
<b>Total</b>	

**Budget Narrative**

Explain how the funds will be used to expand your GED testing. For each object code in the budget summary sheet, describe your plan and activities.

## **EXPENDITURE CATEGORIES**

### **1000 Personal Services**

(Salaries & Wages) All compensation for the direct labor of persons in employment of the local agency. Salaries and wages paid to employees full-and part-time work, including overtime, shift differential and similar compensation. Also includes payment to time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.) which are earned during the reporting period.

### **2000 Employee Benefits**

Job-related benefits provided employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, death, disability income, etc.) and employee allowances.

### **3000 Purchased Services**

Services acquired from outside sources (i.e., private vendors, tuition, client/participant travel, day care, public authorities or other governmental entries).

### **4000 Internal Services**

Charges from an Internal Service Fund to other activities or elements of the local government (i.e., data processing, automotive/motor pool, central purchasing, or print shop).

### **5000 Other Charges**

Utilities, communications, insurance, leases/rentals, staff/consultant travel, indirect cost or miscellaneous. (Mileage, lodging, and meals will be limited to no more than the current State approved rate.)

### **6000 Materials and Supplies**

Includes articles and commodities, which are consumed or materially altered when used and minor equipment (less than \$1,000) which is not capitalized.

### **8000 Equipment**

Includes computers, furniture and fixtures, and equipment in excess of \$1,000.