

Monitoring Plan for the Education Jobs Fund (Ed Jobs)

North Dakota Department of Public Instruction
July 2011

The American Recovery and Reinvestment Act (ARRA) of 2009 stressed the importance of transparency and accountability. As such, the North Dakota Department of Public Instruction (NDDPI) will systematically monitor each Local Education Agency (LEA)'s implementation of the Education Jobs Program. This monitoring will serve several important purposes:

- To ensure the recipients of the Education Jobs Funds are using these funds in an appropriate manner.
- To identify any potential or existing programs areas of weakness; and
- To identify areas where additional technical assistance is necessary.

The Education Jobs Program

The NDDPI was granted \$21,835,501 under the Education Jobs Fund program (CFDA # 84.410). The state was allowed to reserve up to two percent of the total allocation for administrative costs; however, the NDDPI chose to reserve a flat amount of \$100,000 for administrative purposes and granted the remaining \$21,735,501 to the LEAs. The method of allocation to the LEAs was in proportion to the LEA's relative shares of state aid under the state's primary elementary and secondary education funding formula for the 2010-2011 school year as identified in the state's application for funding under the State Fiscal Stabilization (SFSF) program. The NDDPI created a FAQ document for the Education Jobs Fund which is posted on the Department's website at <http://www.dpi.state.nd.us/finance/finance/faq.pdf>. In addition, the US Department of Education guidance has been linked on the NDDPI website under the Education Jobs Bullet on the School Finance page at <http://www.dpi.state.nd.us/finance/finance/index.shtm>.

Most LEAs were not required to complete an application to access these federal funds since they already completed an application for the State Fiscal Stabilization Funds. The three school districts that were required to complete the application were notified of this requirement.

The North Dakota legislature appropriated the \$21,835,501 to the NDDPI in a special line in the budget. Once the state legislature appropriated these funds, the allocations were calculated by the Director of School Finance and a Grant Award Notification was sent to each LEA that received an allocation. A sample Grant Award Notification has been included as Appendix A. Information and

instructions on how to register in the Central Contracting Registry (CCR) was included with the Grant Award Notification sent to all recipients of the Ed Jobs ARRA Funds. The CCR information is included in Appendix B.

Uses of Funds

The Education Jobs Program is authorized in Public Law No. 111-226, which was signed into law on August 10, 2010. The Ed Jobs program is intended to support education and related services during the 2010-2011 school year. The funds are available for obligations that occur beginning August 10, 2010. An LEA that has funds remaining after the 2010-11 school year may obligate those remaining funds through September 30, 2012. This period includes the additional year of funds availability authorized under the Tydings Amendment (Section 421(b)(1) of the General Education Provisions Act (GEPA), 20 U.S.C 1225(b)(1)).

An LEA must use its funds for compensation and benefits and other expenses, such as support services, necessary to retain existing employees, to recall or rehire former employees, and to hire new employees, in order to provide early childhood, elementary, or secondary educational and related services. LEAs have the discretion to decide how to use program funds, consistent with the provisions in section 101(5) of the Act and all other applicable program requirements. Compensation, benefits and other expenses for purposes of this program includes, among other things, salaries, performance bonuses, health insurance, retirement benefits, incentives for early retirement, pension fund contributions, tuition reimbursement, student loan repayment assistance, transportation subsidies, and reimbursement for child care expenses.

An LEA may use these funds to pay the salaries of teachers and other employees who provide school-level educational and related services. In addition to teachers, employees supported with program funds may include, among others; principals, assistant principals, academic coaches, in-service teacher trainers, classroom aides, counselors, librarians, secretaries, social workers, psychologists, interpreters, physical therapists, speech therapists, occupational therapists, information technology personnel, nurses, athletic coaches, security officers, custodians, maintenance workers, bus drivers, and cafeteria workers. These funds may not be used for administrative expenditures related to the operation of the superintendent's office or the LEA's board of education, including salaries and benefits of LEA level administrative employees. The FAQ document includes additional information regarding allowable/unallowable expenditures for this grant and is located on the Department's website at <http://www.dpi.state.nd.us/finance/finance/index.shtm>.

Recordkeeping and Documentation

The NDDPI and LEAs receiving Ed Jobs funds must maintain records that separately track and account for these funds. The records kept at all levels will include full disclosure of how those funds were used for auditing purposes.

The LEAs may request reimbursement of the Ed Jobs funds at any time. They may request funds either in a lump sum or in multiple increments. Each LEA must include a Request for Reimbursement form completed with the names and job titles of school district personnel whose salaries are paid with the Education Jobs Fund. In addition, the reimbursement form collects the dates the expenses were incurred, license number (if applicable) of LEA staff, coding used on the school district ledger and total amount of salary and/or benefit paid (listed separately on individual lines). See Appendix C for a copy of the Request for Reimbursement Form. The LEA must also include a copy of the district's general ledger or payroll register so DPI staff may verify the amount of the reimbursement request is equal to or less than the expenditures listed on the ledger. If the LEA requests their full allocation, they will also need to include a final quarterly report along with the reimbursement request. NDDPI staff will not allow reimbursements until all the necessary components are gathered from each LEA.

Section 1512 Quarterly Reporting

Once the LEAs starts expending Ed Jobs funds, the section 1512 reporting requirements need to be met. LEAs were notified of the reporting requirement in their Grant Award Notification and will be required to submit quarterly reports to DPI. (Refer to Appendix A – Notification of Grant Award) If the LEA submits one lump sum request for these funds, a final quarterly report will be required and funds may not be released until the report is received. If the LEA submits multiple payment requests, the quarterly report is not due to the Department until the end of the report quarter being funded. The final payment will not be released until the final quarterly report has been received by the Department. The quarterly report form lists all the report deadlines for the LEAs reference.

Verification of LEA Staff Salaries

When the LEA submits a request for reimbursement, they are required to list each staff member and their license number (if applicable) on the request form. In addition, the salary and benefit amounts funded are listed by employee. These expenditures are verified against the LEA's submitted general ledger or payroll report.. Funds are not released until DPI staff is able to view either a payroll register or general ledger from the LEA. Also, in the fall of each year DPI staff will verify that the school staff claimed are employed by each school district through the fall personnel data collecting in STARS (State Automated Reporting System). Each LEA is required to submit the Personnel Report (MIS03) in the

fall of the year reporting employees from the previous school year. The Department's MIS staff have given online access in STARS for a limited number of DPI staff so they may verify the staff reported by LEA are actual employees of that school district. If the Department cannot find the staff through a search of the MIS03 report, the district will be contacted and required to provide verification that the staff member is an employee of the district. If an LEA fails to prove employment, they will be required to return any salary funds received for that individual to the Department.

Appendix A

NOTIFICATION OF GRANT AWARD EDUCATION JOBS FUND

Grant Awarded To:	School District
Amount of Grant Award:	\$ 0.00
CFDA #:	84.410A
Period of Funds Availability:	August 10, 2010 to September 30, 2012

Terms and Conditions:

The school district has been awarded a grant from the Education Jobs Fund for the above stated amount. The grant period is August 10, 2010 through September 30, 2012. All expenditures charged to this program must be for allowable expenses incurred during the grant period.

Reimbursement for expenses to this grant are to be submitted using the Education Jobs Fund Program Request for Reimbursement available on the NDDPI website at: <http://www.dpi.state.nd.us/finance/finance/index.shtm> Reimbursement may be submitted after expenses have been incurred and can be made in one lump sum or through multiple requests but must be made within the fiscal year the expenses were incurred. A copy of the district's general ledger must accompany all reimbursement requests.

The reporting requirements for this grant include submission of quarterly reports to the NDDPI specifying the number of jobs funded and total expenditures through the quarter reported. The quarterly report form is available on the NDDPI website at: <http://www.dpi.state.nd.us/finance/finance/index.shtm> In addition, all grantees must register in the Central Contractor Registry to comply with the requirements of the American Recovery and Reinvestment Act. The registration instructions are also available on the NDDPI website at: <http://www.dpi.state.nd.us/finance/finance/registry.pdf>

Regulations:

EDGAR as applicable.

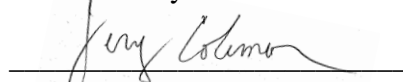
Education Staff Contacts:

Jerry Coleman, (701) 328-4051 or jcoleman@nd.gov
Stephanie Gullickson, (701) 328-2176 or sgullickson@nd.gov

Additional Resources:

<http://www.dpi.state.nd.us/finance/finance/index.shtm>
<http://www.dpi.state.nd.us/grants/require.pdf>

Authorized by:



Jerry Coleman
Director, School Finance

May 9, 2011
Date

Central Contractor Registry (CCR) Requirement American Recovery and Reinvestment Act

The American Recovery and Reinvestment Act (ARRA) requires all primary grant awardees (e.g. State Agencies) and their first tier grant awardees (e.g. school districts) to register in the Central Contractor Registry (CCR) in order to be eligible for any ARRA funds.

What is the CCR?

The CCR is the primary registrant database for the U.S. Federal Government and all recipients of federal ARRA funds must create and annually maintain their account in the registry. In order to register in the CCR, the school district will need their respective Data Universal Numbering System (DUNS) number. Registrants are required to complete a one-time registration to provide basic information relevant to their school district's procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status. Entities (private non-profits, educational organizations, state and regional agencies, etc.) that apply for assistance awards directly from the Federal Government must register with CCR as well.

How do I register in CCR?

Enter your registration online:

Step 1: Access the CCR online registration through the CCR home page at <http://www.ccr.gov>. Under the "Create New Registration" section, click on "Start New Registration." You must have a Data Universal Numbering System (DUNS) Number in order to begin the registration process.

Step 2: Create a User Account.

Step 3: Complete and submit the online registration. If you already have the necessary information on hand (see below), the online registration takes less than one hour to complete. Once your registration is complete, processing then takes between three and five days.

The information required to complete registration include:

1. DUNS Number – the DUNS number is a unique nine-character identification number provided by the commercial company Duns & Bradstreet. Call D & B at 1-866-705-5711 or access their website at <http://fedgov.dnb.com/webform> for assistance.
2. Legal Business Name and Doing Business As (DBA) – Enter the legal name that matches the legal name listed with the DUNS number.

3. U.S.Federal TIN – The Tax Identification Number (TIN) is the nine digit number which is assigned by the Internal Revenue Service (IRS).
4. Physical Street Address – PO Box may not be used, the physical street address needs to be used to complete registration including City, State, Zip Code and Country.
5. Business Start Date – Enter the date the business was formed or established, enter as mm/dd/yyyy.
6. Fiscal Year End Date – Enter the day on which you close your fiscal year.
7. Average Number of Employees for this location – Provide the average number of persons employed for each pay period over the last 12 months.
8. Average Annual Receipts – Receipts means ‘total income’ and must be averaged over the last three fiscal years.
9. Type of Relationship with U.S. Federal Government – *Select Grants*
10. Type of Organization – *Select U.S Local Government for school districts.*
11. Financial Section – This section collects the banking information for the school district in the event a direct award would be made from the federal government directly to the school district.
12. Points of Contact – All fields in this section are mandatory to complete registration. This section establishes an authorized person that acknowledges that the information provided is true and correct.

The CCR User’s Guide defines and details specific informational requirements and can be located at: <https://www.bpn.gov/ccr/doc/CCRUsersGuide.pdf>

If you have further questions about creating, updating or renewing your CCR registration, please visit the CCR Frequently Asked Questions page at <https://www.fsd.gov/app/answers/list> or **contact the CCR Help Desk at 866-606-8220.**

Appendix C



NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
 SCHOOL DISTRICT FINANCE OFFICE
 600 EAST BOULEVARD AVE, BISMARCK ND 58505-0440

**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
 EDUCATION JOBS FUND PROGRAM REQUEST FOR REIMBURSEMENT**

Name of School District:		
Contact Person:		Grant Award Amount: \$ -
Contact Phone Number/Email:		

Payroll Expenditures *(Must be accompanied by the school district ledger)*

Position Title	Name of Employee	License Number (if applicable)	Funding Start Date <small>(Cannot be prior to 08/10/2010)</small>	Funding End Date	Project Code	Program Code	Function	Object	Total Salary/Benefits Expenditures
<i>Example:</i>									
Teacher	John Smith		1/1/2011	3/31/2011	092	120	1000	110	4,000
Total									\$ -


If additional lines are required, please use 'Employees' worksheet

Other Expenditures	Amount	Description of Other Expenses
Total	0	

Total Reimbursement Requested (Salary + Fringe + Other)	\$	-
--	-----------	----------

Signature of Authorized Representative:	
Date:	

Appendix D

	NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION SCHOOL DISTRICT FINANCE OFFICE	Return to: Department of Public Instruction 600 E Boulevard Ave., Dept. 201 Bismarck, ND 58505-0440
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) EDUCATION JOBS FUND PROGRAM QUARTERLY REPORT		

Name of School District: _____
 Contact Person: _____
 Contact Phone Number/Email: _____

Award Amount:	
Cumulative Funds Requested to Date::	0
Cumulative Total ARRA Expenditures for Salaries/Benefits:	
Cumulative Total ARRA Expenditures for all Other Types of Expenses:	

Choose Reporting Period:

<input type="checkbox"/> Apr 1 - June 30, 2011	<input type="checkbox"/> Apr 1 - June 30, 2012
<input type="checkbox"/> July 1 - Sept 30, 2011	<input type="checkbox"/> July 1 - Sept 30, 2012
<input type="checkbox"/> Oct 1 - Dec 31, 2011	<input type="checkbox"/> Oct 1 - Dec 31, 2012
<input type="checkbox"/> Jan 1 - Mar 31, 2012	

Final Report? Yes No

Total Number of Jobs This Quarter Funded with Ed Jobs Funds (FTE's)	
---	--

*Enter the number of jobs funded this quarter for your school district. The number should be expressed as "full time equivalent" (FTE), calculated for each quarter as the hours worked divided by the total number of hours in a full-time schedule **only for this reporting quarter**. For example, two full-time and one part-time employee working half days would be reported as 2.5 FTE.*

Description of Jobs Funded this Quarter and Corresponding FTE:
--

Enter a brief description of the types of jobs funded in the school district. For example, 3 FTE Teacher, 1 FTE Psychologist, etc.