

**North Dakota Department of Public Instruction
Title IID Quarterly Reporting Tip Sheet for
Section 1512 of American Recovery and Reinvestment Act**

The American Recovery and Reinvestment Act (ARRA) provides a significant amount of additional resources for local school districts. To prevent fraud and abuse, support the most effective uses of ARRA funds, and accurately measure and track results, recipients must publicly report how these funds are used. ARRA funds are subject to additional and more rigorous reporting requirements than normally applies to other federal grants. It is extremely important that all districts report this information in a timely manner as the North Dakota Department of Public Instruction has to compile the entire state's information and report it to www.federalreporting.gov. **Failure to report by each quarterly deadline could result in the district forfeiting its Title IID ARRA (Stimulus funds).**

Each school district that receives Title IID ARRA funds will be required to complete the quarterly report and email it to Stephanie Gullickson at sgullickson@nd.gov. The reporting template can be found at: <http://www.dpi.state.nd.us/stimulus/stimulus.shtm>

Quarterly Reporting Due Dates

Quarter Number	Time Period Covered	Due Date
Quarter 1	2/09 thru 12/09	January 4, 2010
Quarter 2	2/09 thru 3/10	April 1, 2010
Quarter 3	2/09 thru 6/10	July 1, 2010
Quarter 4	2/09 thru 9/10	October 1, 2010
Quarter 5	2/09 thru 12/10	January 2, 2011
Quarter 6	2/09 thru 3/11	April 1, 2011
Quarter 7	2/09 thru 6/11	July 1, 2011
Quarter 8	2/09 thru 9/11	October 1, 2011
Final Report	02/09 thru 09/11	To Be Determined

A few reminders and tips regarding the Title IID ARRA Quarterly Reports:

- The quarterly reports are cumulative so all the prior quarter's data needs to be considered when completing the template.
- School district employees are not vendors; therefore, these salaries and benefits should not be included in the vendor payment information that is reported.
- The award amount is the school district's allocated amount of Title IID ARRA funds not the amount approved. (In some awards, these numbers are different). School districts that do not apply for their entire allocation right away may access these additional funds through a budget revision.
- The approval date is the date your application was approved and the date you could begin expending funds which was sent to you on the approval letter sent by Stephanie Gullickson.
- Funds requested to date is the amount you have requested from DPI on a SFN 14660 Request for Funds Form. You will be required to submit a Request for Funds form when you want your funds released to you following the same process used for requesting regular Title IID funds. You will need to do a separate Request for Funds form for regular Title IID funds and the Title IID ARRA funds. In addition, you will be required

to do a separate Request for Funds form for the Title I ARRA funds. The Title I and Title IID ARRA funds must be kept separate.

Reporting Jobs Created – Retained – Expanded

DPI is required to quarterly report all the jobs created or retained as a result of the Recovery Act funding. DPI is also required to provide a narrative description of the types of jobs that have been created or retained. The description of job created should be Technology Coordinator or Technology Partner, etc. A job created for the purposes of the quarterly reporting is a new position created and filled or an existing unfilled position that is filled as a result of Recovery Act funding; a job retained is an existing position that would not have been continued to be filled were it not for ARRA funds. The job data needs to be reported as FTEs (full-time equivalents) which is calculated as total hours worked divided by the number of hours in a full-time schedule as defined by the school district. The FTE numbers must be reported cumulatively each quarter throughout the entire grant award. In calculating the cumulative FTE for each quarter, the denominator must include the total number of hours that would have been worked in a full-time schedule since the start-date of the award and the numerator is the total actual hours worked. The US Department of Education Guidance on Jobs Reporting is posted on the DPI website at: http://www.dpi.state.nd.us/title1/Legislative/reporting_jobs.pdf If you are reporting jobs, please review the guidance since it contains step by step instructions on the FTE calculation and also several examples to follow.

Reporting Vendor Payments

School districts are also required to report payments to vendors. The school district vendors will be outside entities that are paid for services, materials, supplies and equipment, etc. When an individual payment to a vendor exceeds the \$25,000 threshold, the school will be required to list each payment to vendors that are over the \$25,000 on the reporting template. The reporting template also requires the vendor name, product and/or service description, payment amount and the vendor DUNS number. If the DUNS number is not available, you must report the vendor headquarter zip code + 4. If payments to vendors are under \$25,000 you will report the number of vendor payments under the \$25,000 threshold and also the aggregate dollar amount of those payments. *The \$25,000 threshold is triggered by individual payments to a vendor within a quarter and not cumulative payments to a vendor over the life of the project.* The total number of vendor payments under \$25,000 and the aggregated dollar amount of those payments should be reported cumulatively each quarter.

If you have any questions about Title IID ARRA Quarterly reporting, please contact Stephanie Gullickson at (701) 328-2176 or sgullickson@nd.gov or Pat Laubach at (701) 328-4525 or plaubach@nd.gov.