

**North Dakota Department of Public Instruction  
Title I 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](http://www.federalreporting.gov). **Failure to report by each quarterly deadline could result in the district forfeiting its Title I stimulus funds.**

Each school district that receives Title I ARRA funds will be required to complete the quarterly report and email it to their Title I Contact person at DPI. The reporting template can be found at: <http://www.dpi.state.nd.us/title1/Legislative/index.shtm> A listing of Title I contact people and their email addresses can be found at: <http://www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf>

**Quarterly Reporting Due Dates**

Quarter Number	Time Period Covered	Due Date
Quarter 1	2/17/09 thru 09/2009	October 2, 2009
Quarter 2	2/09 thru 12/09	January 4, 2010
Quarter 3	2/09 thru 3/10	March 30, 2010
Quarter 4	2/09 thru 6/10	June 29, 2010
Quarter 5	2/09 thru 9/10	September 29, 2010
Quarter 6	2/09 thru 12/10	December 17, 2010
Quarter 7	2/09 thru 3/11	March 30, 2011
Quarter 8	2/09 thru 6/11	June 29, 2011
Quarter 9	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 I ARRA Quarterly Reports:

- 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 I 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 your budget from Mary Neigum and 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 I funds. You will need to do a separate Request for Funds form for regular Title I funds and the Title I ARRA funds. In addition, you will be required to do a

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

- Cumulative total ARRA expenditures for salaries and benefits needs to include all salaries/benefits paid from the Title I ARRA funds. If you report salary/benefit expenses you will need to report something in the job section. In addition to salary/benefit expenses, you will need to report all other ARRA expenditures which may not equal the amount of funds you have requested if you haven't submitted a request for funds yet.

### **Reporting Jobs Created – Retained – Expanded**

DPI is required to quarterly report all the jobs funded by the Recovery Act. This is a revision from the previous guidance that specifically gathered data on jobs created, retained or expanded. December 18, 2009 guidance from the Office of Management and Budget changed the job created to simply **any job funded with ARRA funds**. DPI is also required to provide a narrative description of the types of jobs that are funded. The description of job funded should be Title I Reading Teacher, Instructional Coach, Paraprofessional, etc. 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 only for the reporting quarter. The FTE numbers will be reported for each quarter throughout the entire grant award. Once a job is reported as funded by the Recovery Act, the recipient shall continue to report this job as funded in subsequent quarters as long as the job continues to be funded by ARRA dollars. If a job is funded 50% ARRA funds and 50% regular Title I federal funds, then the job would be reported as a .5 FTE. In calculating the FTE for each quarter, the denominator must include the total number of hours that would have been worked in a full-time schedule for that quarter and the numerator is the total actual hours worked during that quarter. If a full time schedule for that quarter is 520 hours and the position worked 130 hours this quarter  $130/520 = .25$  FTE will be reported. In addition if the jobs created were a .25 Paraprofessional and a .50 Title I Reading Teacher the total jobs reported would be .75, not 2 as they need to be reported in FTEs. Stipends for professional development are exempt from job reporting and should not be included as a job funded with ARRA funds during your calculations.

### **Reporting Vendor Payments – Only Payments Over \$25,000 are Reported**

School districts are also required to report payments to vendors that exceed \$25,000. 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 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 not be required to report anything. *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.*

If you have any questions about Title I ARRA Quarterly reporting, please contact Laurie Matzke at (701) 328-2284 or [lmatzke@nd.gov](mailto:lmatzke@nd.gov) or Stephanie Gullickson at (701) 328-2176 or [sgullickson@nd.gov](mailto:sgullickson@nd.gov)