

### ARRA Process for the 2010-2011 School Year

The American Recovery and Reinvestment Act of 2009 (ARRA) provided significant new funding for programs under Title I Part A of the Elementary and Secondary Education Act of 1965 (Title I). These funds created an unprecedented opportunity for educators to implement innovative strategies in Title I schools improving education for at-risk students.

Title I Part A ARRA funds are FY 2009 funds. Accordingly, their initial period of availability ends on September 30, 2010, and all unspent Title I funds become carryover as of that date. The federal regulations do allow school districts to carry over any remaining Title I ARRA funds to the fiscal year ending September 30, 2011.

#### Close Out Year One – ARRA Funds

Districts will have a window of time to close out the 2009-2010 school year by completing a Title I ARRA Final Financial Report (SFN 7822) for year one of their ARRA funds. This window extends from May 1, 2010 through September 30, 2010. School personnel need to review the activities in the ARRA application and determine the most opportune time to close out year one and then submit a Title I Final Financial Report for the Title I ARRA funds sometime between May 1, 2010 – September 30, 2010.

A district's Title I ARRA carryover will be determined when the Final Financial Report is processed. The state Title I office takes the total amount of funds available for the current school year and subtracts the total expenditures (column two of the Final Financial Report) to determine carryover. Keep in mind that if a school district had unobligated Title I funds, those funds are included in the carryover amount. The carryover amount is listed at the bottom of the Title I ARRA Final Financial Report. A copy of the approved Title I ARRA Final Financial Report will be sent to both the Title I authorized representative and the business manager.

Title I law states that school districts may only carry over a certain percentage of the current school year allocation based on the amount of the allocation.

If your allocation for the current school year is	Your maximum carryover percent of the current year's allocation	Example of how to figure carryover
Over \$50,000	15%	If your allocation was \$36,432 X 30% = \$10,929.60 maximum carryover. Anything over \$10,929.60 would be considered excess carryover.
Over \$45,000	20%	
Over \$40,000	25%	
Over \$35,000	30%	
Over \$30,000	35%	
Over \$25,000	40%	
Over \$20,000	45%	
\$20,000 or Less	50%	

If a school district has more Title I ARRA carryover funds than allowed, the school district has two options:

- A school district can opt to request a waiver to carry over and use the Title I ARRA funds through September 30, 2011.

or

- If the school does not want to keep the funds, the district can relinquish these funds. Those funds then move into a pot of money called "reallocated funds" and other school districts can then apply for those funds.

A form outlining both options will be sent to the district with the Title I ARRA Final Financial Report. The Title I authorized representative will check the box of their choice, sign, and return it to the state Title I office.

Districts who choose to expend year one Title I ARRA funds through September 30, 2010 must close out their program and submit the Title I ARRA Final Financial Report by October 15, 2010.

#### Access Title I ARRA Funds for Year Two

Once the Title I ARRA Final Financial Report is processed and the official carryover is determined, school personnel can determine how to use the carryover funds.

#### ARRA Allocations Under \$200,000:

- Districts whose original Title I ARRA allocation was under \$200,000 will simply log on to the STARS and complete a Title I ARRA budget revision outlining how they will utilize the remaining funds through September 30, 2011.
- Your ARRA Title I Final Financial Report must be submitted and approved before you can log on to the STARS and complete the budget revision.
- The approved Title I ARRA Final Financial Report will be signed and mailed to the Title I authorized representative and business manager. The carryover amount to use for the budget revision will be listed on the bottom right corner.
- Log on to the STARS at <https://secure.apps.state.nd.us/dpi/starsStimulus/Login.aspx> and click on Federal Title-Consolidated Budget Revision. Districts will be completing a budget revision for the 2009-2010 school year to access their ARRA funds through September 30, 2011.
- When you have completed the budget revision on the STARS, DO NOT press submit. Email your Title I contact person and let them know the budget revision has been completed. They will review the budget revision for accuracy. If everything on the budget revision is acceptable, they will have you submit and the budget revision will be processed. If there are changes that need to be made, they will communicate those changes with the district.
- If you accidentally submit before it is approvable, Stephanie Gullickson will need to unsubmit the budget revision. When the budget revision is approvable, the Title I contact person will forward it on to the director for final approval. Mary Neigum, Title I fiscal officer, will send an email and an attachment of your approved budget once the budget revision has been approved.

- For the final step, Stephanie Gullickson, DPI's grants manager, will send official correspondence documenting that the budget revision and funding through September 30, 2011 has been approved. Review the correspondence carefully as it will contain important information.

#### ARRA Allocations Over \$200,000:

- Districts whose original Title I ARRA allocation was over \$200,000 will need to complete a new 2010-2011 Title I ARRA consolidated application to access the funding through September 30, 2011. Large districts that participate in the Title I targeting process have individual school budgets and, therefore, must complete a new application. Also, districts with large allocations that cannot reasonably identify their activities using the budget revision process must submit a new consolidated application.
- Your Title I ARRA Final Financial Report must be submitted and approved before you can log on to the STARS and complete the budget revision.
- The approved Title I ARRA Final Financial Report will be mailed to the Title I authorized representatives and business managers. The carryover amount to use for the new Title I ARRA application will be listed on the bottom right corner.
- Log on to the STARS at <https://secure.apps.state.nd.us/dpi/starsStimulus/Login.aspx> and click on Consolidated Application. Make sure you scroll to the 2010-2011 school year. Districts will complete the Title I ARRA consolidated application similar to last year to access ARRA funding through September 30, 2011.
- When you have completed the application on the STARS, DO NOT press submit. Email your Title I contact person and let them know the application has been completed. They will review the application for accuracy. If everything on the application is acceptable, they will have you submit and the application will be processed. If there are changes that need to be made, they will communicate those changes with the district.
- If you accidentally submit before it is approvable, Stephanie Gullickson will need to unsubmit the application. When the application is approvable, the Title I contact person will forward it on to the director for final approval. Once the director has signed off on the grant award, Mary Neigum, Title I fiscal officer, will send an email and an attachment of your approved budget informing you that the application has officially been approved.
- For the final step, Stephanie Gullickson, DPI's grants manager, will send official correspondence along with the grant award documenting that the application and funding through September 30, 2011 has been approved. Review the correspondence carefully as it will contain important information.

Again, it is imperative that once a district has submitted a Final Financial Report to close out year one ARRA funding, they submit the budget revision/application as soon as possible to ensure that all expenditures in year two funding are allowable and approved. All Title I ARRA budget revisions/applications for year two ARRA funding must be submitted by November 1, 2010 in order to be eligible for Title I ARRA funding through September 30, 2011.

## **Guidance on Completing the American Recovery and Reinvestment Act (ARRA) Title I Application**

**May 2010**

### ◆ **Introduction**

The American Recovery and Reinvestment Act of 2009 (ARRA) provided significant new funding for programs under Title I Part A of the Elementary and Secondary Education Act of 1965 (Title I). The purpose of these funds was to help improve teaching and learning for students most at risk of failing to meet state academic achievement standards. These funds created an unprecedented opportunity for educators to implement innovative strategies in Title I schools that improved education for at-risk students and closed the achievement gaps while also stimulating the economy.

### ◆ **General Information**

#### ○ *Grant Period*

The grant period for spending these Title I ARRA funds is from the date the Title I ARRA Final Financial Report for year one is closed out until September 30, 2011.

#### ○ *Electronic Application URL*

The North Dakota Department of Public Instruction has created a separate electronic application very similar to the existing consolidated application that districts will use to apply for the Title I ARRA funds. The budget revision and/or application can be accessed at <https://secure.apps.state.nd.us/dpi/starsStimulus/Login.aspx>. District and school personnel will use the same user ID and password that you use for the regular consolidated budget revision/application.

#### ○ *Due Date*

Districts will have a window of time to close out year one Title I ARRA funding by completing a Title I ARRA Final Financial Report (SFN 7822). This window extends from May 1, 2010 through September 30, 2010. School personnel need to review the activities in the Title I ARRA application and determine the most opportune time to close out year one and then submit a Title I ARRA Final Financial Report for the funds sometime between May 1, 2010 – September 30, 2010.

The due date for submitting the budget revision/application to access funding through September 30, 2011 is on or before the date that the Title I ARRA Final Financial Report is submitted. Ideally, the budget revision/application should be submitted and close to approval before the Title I ARRA Final Financial Report is processed so that there is an easy, smooth transition into the subsequent year's funding. The final deadline to submit a budget revision/application for ARRA funding through September 30, 2011 is November 1, 2010.

- *Board Approval*

For districts completing a new application for Title I ARRA funding, the Title I ARRA application must be printed out and approved at a school board meeting. The application cannot be submitted without a date indicating when it was approved by the school board.

- ◆ **Approval Process**

- Each district has been assigned a Title I program staff member to answer Title I questions on the budget revision/application. This list is available at [www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf](http://www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf) on the Title I website.
- Your contact person's phone number and email address are included on the list. When you have your budget revision/application completed, you can email or call your Title I contact person to review it for accuracy. **Please do not press the submit button until your Title I contact person has informed you that your budget revision/application is approvable.**
- In the event that changes need to be made and you have NOT submitted the budget revision/application, district personnel will be able to access the budget revision/application and make the necessary changes. Not submitting until you are very confident there are no unresolved issues is a huge benefit to you.
- In the event that minor changes need to be made to your Title I ARRA budget and you have already pressed the submit button, we will need to have your budget revision/application unsubmitted in order for you to go back in to STARS and make changes. This causes a further delay in the approval process.
- After your Title I contact person has reviewed your Title I ARRA budget revision/application, it will be forwarded on to the Title I director for final approval.
- If changes need to be made, the budget revision/application will be given back to the Title I contact person to work with the district to make the necessary changes for approval.
- If the budget revision/application is approvable, your Title I contact person will instruct you to submit it, and the grant award will be completed and signed.
- Stephanie Gullickson, the department's grant manager, will email a grant award (districts over \$200,000 completing a new application) and final approval letter (all districts) once the state Title I office has approved each budget revision/application.

- ◆ **Pre Award Approval**

The state Title I office is no longer using the Pre Award approval form. Therefore, it is essential that you have your budget revision/application reviewed by your Title I contact person and have it in approvable form before you close out year one of ARRA. Approvable expenditures that occur after year one is closed out, but before the budget revision/application is officially approved, will be honored. However, if you incur expenditures before your budget revision/application is officially approved, and it is determined in the review process that they are not allowable expenditures, then the district will be responsible for those costs.

### ◆ **Allowable Uses**

The Title I ARRA funds follow the same rules and regulations as the federal Title I funds. Targeted assistance schools must follow the Title I targeted assistance regulations, schoolwide programs must follow the schoolwide regulations, and Title I private school programs must follow private school regulations. Listed below are links to the USDE regulations, the DPI guidance, and the allowable activities for these program options:

- Guidance Applicable to Both Targeted Assistance and Schoolwide
  - ✓ [www.ed.gov/policy/gen/leg/recovery/guidance/title-i.pdf](http://www.ed.gov/policy/gen/leg/recovery/guidance/title-i.pdf)
  - ✓ [www.dpi.state.nd.us/title1/springwkshp/expenditures.pdf](http://www.dpi.state.nd.us/title1/springwkshp/expenditures.pdf)
- Targeted Assistance
  - ✓ [www.dpi.state.nd.us/title1/targeted/index.shtm](http://www.dpi.state.nd.us/title1/targeted/index.shtm)
  - ✓ [www.dpi.state.nd.us/title1/guidance.shtm](http://www.dpi.state.nd.us/title1/guidance.shtm)
- Schoolwide
  - ✓ [www.dpi.state.nd.us/title1/schlwide/index.shtm](http://www.dpi.state.nd.us/title1/schlwide/index.shtm)
  - ✓ [www.dpi.state.nd.us/title1/guidance.shtm](http://www.dpi.state.nd.us/title1/guidance.shtm)
- Private
  - ✓ [www.dpi.state.nd.us/title1/nonpublic/index.shtm](http://www.dpi.state.nd.us/title1/nonpublic/index.shtm)
  - ✓ [www.dpi.state.nd.us/title1/nonpublic/guidance.pdf](http://www.dpi.state.nd.us/title1/nonpublic/guidance.pdf)

### ◆ **Recommended Uses**

The following three documents are available on the website and are designed to give school personnel ideas on how to spend the additional Title I ARRA funds.

- Evidence-Based Ideas for Using Additional Title I Funds Under the Economic Stimulus Bill  
[www.dpi.state.nd.us/title1/Legislative/stimulus/additional\\_funds.pdf](http://www.dpi.state.nd.us/title1/Legislative/stimulus/additional_funds.pdf)
- Ideas for Submitting an Application for Additional Program Improvement Funding  
[www.dpi.state.nd.us/title1/progress/ideas.pdf](http://www.dpi.state.nd.us/title1/progress/ideas.pdf). Even though the ideas on this handout were generated for schools in improvement using program improvement funds, many of the activities are also applicable for Title I programming. Some of the ideas are not allowable for targeted assistance schools, so you still need to make sure that all proposed activities are allowable in your particular program.
- Using ARRA Funds to Drive School Reform and Improvement  
[www.ed.gov/policy/gen/leg/recovery/guidance/uses.doc](http://www.ed.gov/policy/gen/leg/recovery/guidance/uses.doc). This USDE document was released on April 24, 2009.

### ◆ **Object Codes**

It is extremely important that the budgets on your local accounting records match those approved and on file in the state Title I office. The state Title I offices uses the North Dakota School District Financial Accounting and Reporting Manual (NDSDFARM) to determine the activities that go under each object code. District and school personnel need to review the following chart to familiarize themselves with the activities listed in each object code.

Object/ ID Code	Example	Object/ ID Code	Example
110	Professional salaries – salaries paid to certified individuals; includes substitute teacher salary.	580	Travel – Expenditures for staff travel, including mileage, airline tickets, taxi fares, meals, lodging.
120	Non-professional salaries – salaries paid to other staff that are not certificated; i.e., paraprofessionals, secretaries, teachers' aides, bus drivers.	600	Materials/Supplies – Expendable items that are consumed, worn out, or deteriorated in use; includes equipment that costs less than \$750, freight, books, school supplies.
200	Employee benefits – payments that are not part of gross salary made on behalf of employee; i.e., insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, sick leave.	730	Equipment – Includes equipment that costs more than \$750 per item and computers, regardless of the cost.
300	Contracted services – purchased services for which the district has a contract on file. (includes speaker fees and professional development on site).	800	Dues, Memberships, Registration Fees, Subscription Fees, License Fees.
430	Maintenance – repair of equipment.	900	Indirect Costs.

◆ **Reservations**

Some districts were required to reserve funds off the top of their original Title I stimulus application. These funds include:

○ Parent Involvement

If the district's regular Title I allocation and the ARRA Title I allocation together total \$500,000 or more, districts were required to set aside 1% of their Title I allocation for parent involvement.

○ Program Improvement

Schools and districts identified for Title I program improvement were required to set aside 10% of their allocation for professional development.

Since the ARRA budget revision/application to expend Title I stimulus funds through September 30, 2011 is not a new allocation, but rather carryover funds, districts do not need to set aside these funds again for program improvement and professional development. However, if the entire set-aside amounts for program improvement and professional development listed on last year's application were not spent, then the district/school will need to include the unspent amounts on the new budget revision/application for funding.

◆ **Waivers**

When a district or its schools are identified for Title I program improvement, they must set aside a portion of the district's Title I allocation for program improvement related costs. All districts eligible for Title I funding received a one-time supplemental appropriation of Title I funds under the American Recovery and Reinvestment Act (ARRA) last year. The US

Department of Education (USDE) allowed states and districts to apply for a waiver with respect to the Title I ARRA funds. With an approved waiver, a district only had to set aside funds for the program improvement requirements out of their regular Title I allocation, not out of the ARRA stimulus allocation.

The North Dakota Department of Public Instruction submitted a waiver request on behalf of all North Dakota districts that received the Title I ARRA funds. Districts requesting and receiving a waiver must comply with very specific requirements outlined in our waiver approval letter from the USDE.

Districts and schools in improvement recently received an official waiver request form with instructions on how to complete and submit a waiver. This waiver must be submitted and approved before the ARRA Final Financial Report can be processed and approved.

#### ◆ **Teachers – Credentials**

All Title I teachers must have a current and valid Title I credential number.

In a schoolwide program, any teacher that has been assigned the position of providing extra supplemental assistance to students must hold a valid Title I credential.

#### ◆ **Title I Aides**

A Title I program staffed entirely by aides/paraprofessionals is not permitted. A Title I program must include a “highly qualified” Title I teacher to provide services to eligible students.

If a Title I teacher is to hold the caseload for all Title I students and oversee all services provided in a Title I program, then a Title I-paid aide must be under the direct supervision of a Title I-paid teacher in a targeted assistance program. If the Title I teacher is responsible for the lessons and evaluation of Title I students, then there must be clear supervision and communication between the Title I teacher and Title I aide/paraprofessional.

The NCLB Act focuses on using “highly qualified” teachers, especially in the Title I program. Therefore, a quality Title I program is one that employs more FTE time using “high quality” teachers than FTE time using Title I aides/paraprofessionals.

All aides/paraprofessionals listed on the application who work in a program supported with Title I funds must have a Title I paraprofessional certificate number. In a targeted assistance program, working in a program supported with Title I funds refers to those aides/paraprofessionals paid with Title I funds. In a schoolwide program, working in a program supported with Title I funds refers to all instructional aides in the building.

For more information on aides/paraprofessionals, go to [www.dpi.state.nd.us/title1/aides.shtm](http://www.dpi.state.nd.us/title1/aides.shtm) on the Title I website.

#### ◆ **Reporting Requirements**

To prevent fraud and abuse, support the most effective uses of ARRA funds, and accurately measure and track results, recipients must publicly report on how these funds are used. Due to the unprecedented scope and importance of this investment, ARRA funds are subject to additional and more rigorous reporting requirements than normally applies to other grants.

As a reminder, school districts MUST maintain a **separate** budget for this Title I funding source, as there are specific reporting requirements for the Title I ARRA funds. Listed below are the CFDA numbers for each funding stream so that your business manager can record them separately.

- Federal Title I Funds CFDA – 84.010
- Title I ARRA Funds CFDA – 84.389A

Each recipient that receives ARRA funds from a Federal agency must submit a quarterly report to that agency that contains –

- The total amount of recovery funds received from that agency;
- The amount of recovery funds received that were expended or obligated to projects or activities;
- A detailed list of all projects or activities for which recovery funds were expended or obligated; and
- Detailed information on any subcontracts or subgrants awarded by the recipient.

#### ◆ **Budget Revisions**

- The Department of Public Instruction developed an electronic budget revision format that is linked to the electronic federal Title application budgets that school districts submit. This will help school districts submit budget revisions more efficiently and accurately. The application must be approved before budget revisions can be done.
- The department has created guidance/directions for completing a budget revision for federal Title programs. Log on to [www.dpi.state.nd.us/resource/STARS/Reports/ConsolidatedBudgetRevision.pdf](http://www.dpi.state.nd.us/resource/STARS/Reports/ConsolidatedBudgetRevision.pdf) to access this document.
- All budget revisions must be submitted electronically on the STARS.
- School districts must submit a budget revision, and it must be approved by DPI staff before the revision is implemented by the district.
- Save often! There are “Save” buttons at the top and the bottom of the screen.
- Business managers must take the approved budget revisions they receive from the Title I office and change their accounting ledgers to match the approved budget. Failure to do this will result in an audit exception, which could jeopardize your Title I reimbursement. School districts can amend federal program budgets by board approval during the school year (NDCC 57-15-31.1).
- If you submit a budget revision on the STARS, you must provide a description of why the revision is needed in Section B on the form. Many budget revisions are submitted to the state Title I office with this space blank, causing a delay in the approval process.

◆ **Carryover**

The grant period for spending the Title I ARRA funds is from the date the Title I ARRA Final Financial Report for year one is closed out until September 30, 2011. At that time, districts will need to complete a Title I ARRA Final Financial Report and report the amount of Title I ARRA funds spent through September 30, 2011. Any remaining funds not spent as of September 30, 2011 will need to be returned to the USDE. There is no authority to spend Title I ARRA funds beyond September 30, 2011. Districts may close out their program before September 30, 2010 if all of their Title I ARRA funds have been expended.

◆ **General Title I Fiscal Policies**

- The dates of the reporting period of expenditures on the Request for Funds form should be the actual dates in which expenditures were incurred.
- School personnel should allow a two-week period to process all Title I Requests for Funds, Budget Revisions, and Mid-Year and Final Financial Reports. If there are problems that need to be addressed, a delay can be expected.
- The Title I authorized representative on file, along with the business manager, must sign all Title I financial documents.
- Indirect costs cannot be claimed for reimbursement until the end of the fiscal year. Indirect costs are only paid on actual expenditures minus any dollars spent on equipment and minus the amount of funds remaining on the unobligated line. Indirect costs are figured by adding the amounts listed in object codes 110 through 800 minus equipment object code 730 and any unobligated funds.
- It is imperative that the accounting ledgers kept at the school district's fiscal office match the approved budget on file in the state Title I office. Expenditures reported in column 2 on the Mid-Year and Final Financial Report must match the accounting ledgers at the school district office. Expenditures listed on these reports must be reported on the appropriate object code lines.
- Business managers must take the approved budget revisions they receive from the Title I office and change their accounting ledgers to match the approved budget. Failure to do this will result in an audit exception, which could jeopardize your Title I reimbursement. School districts can amend federal program budgets by board approval (NDCC 57-15-31.1).
- School districts can only provide educators with a stipend during non-work times; otherwise, it is considered double-dipping. A stipend to attend after-hour functions, to work on their own time, or attend events during weekends or summertime is appropriate. Schools cannot provide a stipend if staff is already being paid for their time, for example to attend the Title I Fall Conference.
- Title I funds are paid to school districts on a reimbursement basis.
- School districts cannot claim funds on a line item with no approved budget. If a school district submits a budget on the application with no funds in travel (line item 580) then decides to send a teacher to the Title I Fall Conference, they must submit a budget revision and put funds into the travel object code (580) before the travel to the conference takes

place. If a budget revision is not submitted, you jeopardize not receiving reimbursement for these funds. You cannot claim funds on an object line that did not have funds approved.

- All expenditures must fall within the grant award period listed on the official grant award.

◆ **Additional Resources for Completing the Application**

The following resources are available on the department's website to help you complete the application.

- Help Screens – The department has developed consolidated application help screens to assist school personnel in completing the federal Title Programs Consolidated Application. To access this information, log on to the department's website at [www.dpi.state.nd.us/resource/STARS/Reports/ConsolidatedApplication.pdf](http://www.dpi.state.nd.us/resource/STARS/Reports/ConsolidatedApplication.pdf).
- Title I Contact List – Each year, the state Title I office divides the responsibility for assisting school personnel in entering information on the consolidated application to all program staff. Each staff member provides technical assistance to assigned schools. To find out the name of your district's Title I contact person, please visit the Title I website at [www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf](http://www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf).
- Print-Ready Forms Available – When completing the consolidated application, assistance is often needed from the Title I teacher or, in the case of a cooperative agreement, the cooperative district needs to provide information on its program. The state Title I office has print-ready forms available for assistance in filling out the consolidated application. To access these documents, please visit the Title I website at [www.dpi.state.nd.us/title1/conapp.shtm](http://www.dpi.state.nd.us/title1/conapp.shtm) and refer to the section entitled "Additional Consolidated Application Worksheets for Title I".
- Other Helpful Documents – The department has many other helpful resource documents to provide guidance and answer program questions for you. These include:
  - ✓ Information on Title I Homeless Set-Asides and Addendums  
[www.dpi.state.nd.us/title1/homeless/require/index.shtm](http://www.dpi.state.nd.us/title1/homeless/require/index.shtm)
  - ✓ Information on Title I N&D Set-Asides and Addendums  
[www.dpi.state.nd.us/title1/neglect/guidance.shtm](http://www.dpi.state.nd.us/title1/neglect/guidance.shtm)
  - ✓ Targeting Process  
[www.dpi.state.nd.us/title1/require/index.shtm](http://www.dpi.state.nd.us/title1/require/index.shtm)
  - ✓ Private School  
[www.dpi.state.nd.us/title1/nonpublic/index.shtm](http://www.dpi.state.nd.us/title1/nonpublic/index.shtm)
  - ✓ Title I Cooperative Agreements  
[www.dpi.state.nd.us/title1/coopagree.shtm](http://www.dpi.state.nd.us/title1/coopagree.shtm)
  - ✓ Title I Fiscal Questions  
[www.dpi.state.nd.us/title1/resource/fiscal.shtm](http://www.dpi.state.nd.us/title1/resource/fiscal.shtm)
  - ✓ Title I Teacher and Coordinator Credentials  
[www.dpi.state.nd.us/title1/credentials.shtm](http://www.dpi.state.nd.us/title1/credentials.shtm)

- ✓ Policies on Aides/Paraprofessionals  
[www.dpi.state.nd.us/title1/aides.shtm](http://www.dpi.state.nd.us/title1/aides.shtm)

Other Helpful Documents (continued)

- ✓ Title I Targeted Assistance Information  
[www.dpi.state.nd.us/title1/targeted/index.shtm](http://www.dpi.state.nd.us/title1/targeted/index.shtm)
- ✓ Title I Schoolwide Information  
[www.dpi.state.nd.us/title1/schlwide/index.shtm](http://www.dpi.state.nd.us/title1/schlwide/index.shtm)
- ✓ Early Childhood Education  
[www.dpi.state.nd.us/title1/earlychild/index.shtm](http://www.dpi.state.nd.us/title1/earlychild/index.shtm)
- ✓ Title I Extended Day Programs  
[www.dpi.state.nd.us/title1/resource/aftrschl/index.shtm](http://www.dpi.state.nd.us/title1/resource/aftrschl/index.shtm)
- ✓ Title I Targeted Assistance Summer School Guidance  
[www.dpi.state.nd.us/title1/targeted/index.shtm](http://www.dpi.state.nd.us/title1/targeted/index.shtm)
- ✓ Title I Targeted Assistance Extended-Day Guidance  
[www.dpi.state.nd.us/title1/targeted/index.shtm](http://www.dpi.state.nd.us/title1/targeted/index.shtm)

«Title». «Auth\_Rep\_FN» «Auth\_Rep\_LN»  
Title I Authorized Representative  
«School\_District» Public School District  
«Mailing\_Address»  
«City», «State» «Zipcode»

Dear «Title». «Auth\_Rep\_LN»:

In accordance with the law under Title I, and/or the schedule of carryover limits, your Title I ARRA carryover is in excess.

The carryover based on your Title I ARRA Final Financial Report is \_\_\_\_\_«Carryover\_Amount», but, in your case, any funds over \_\_\_\_% of the 2009-2010 allocation are determined to be in excess. The amount of excess funds in your case is «Amount\_of\_Excess». Your allowable carryover, after this adjustment, is \_\_\_\_\_.

The following options are available to you for the 2010-2011 school year concerning excess carryover:

- ❖ You may ask for a waiver to expend the excess carryover during the 2010-2011 school year by signing and dating the first option on page 2 of this memo; or
- ❖ You may make these excess funds available for reallocation to other districts by signing and dating the second option on page 2 of this memo.

Under the current reauthorization, districts may ask for such a waiver once every three years. The U.S. Department of Education allowed states to request a separate waiver for the Title I ARRA funds. North Dakota's request was approved. To request a waiver **please sign the appropriate box on the attached form and return the form** to this office by \_\_\_\_\_.

Should you have any questions on the above matter, please feel free to contact me at (701) 328-2284 or toll free 1-888-605-1951.

Sincerely,

Laurie Matzke, Director  
Title I

c: Business Manager

Please check the appropriate  below and sign only one of these two options.

Option 1

WAIVER TO RETAIN EXCESS TITLE I ARRA CARRYOVER FUNDS	
<input type="checkbox"/>	
_____ Public School District requests a waiver to retain the excess ARRA carryover in the amount of «Amount_of_Excess». This amount has been determined based on the Title I ARRA Final Financial Report submitted to this office for the 2009-2010 school year. These funds will be used to carry out allowable Title I activities through September 30, 2011. <b>(Please return this signed acknowledgement by «Date_to_Return_Form».)</b>	
Authorized Representative	Date

Option 2

RELEASE OF EXCESS TITLE I ARRA CARRYOVER FUNDS	
<input type="checkbox"/>	
_____ Public School District acknowledges the release of excess ARRA carryover in the amount of _____«Amount_of_Excess». This amount has been determined based on the Title I ARRA Final Financial Report submitted to this office for the 2009-2010 school year. <b>(Please return this signed acknowledgement by _____.)</b>	
Authorized Representative	Date

## **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 are 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 complete 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 jobs 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)