

## Title I ARRA Quarterly Report Update

When enacted in February 2009, the American Recovery and Reinvestment Act of 2009 (ARRA) provided significant new funding for Title I, Part A of the Elementary and Secondary Education Act of 1965. Each district that receives Title I ARRA funds is required to complete a Quarterly Report and submit it *electronically* to their Title I contact person in the state Title I office. Please note, your June 29, 2011, will be sent to your assigned 2010-2011 Title I contact person. This list of assigned Title I contacts can be found online at [.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact](http://dpi.state.nd.us/title1/Legislative/stimulus/conappcontact).

Outlined below are the remaining reporting dates in which Quarterly Reports will need to be submitted:

- April 2011 through June 2011 (Due June 29, 2011)
- July 2011 through September 2011 (Due September 29, 2011)
- September 2011 through October 2011 (Due November 1, 2011)
- Should the district not close out the Title I ARRA program prior to September 29, 2011, a final Quarterly Report will be required when closing out the program

All information on the quarterly reports can be found online at [www.dpi.state.nd.us/title1/Legislative/index.shtm](http://www.dpi.state.nd.us/title1/Legislative/index.shtm).

### **Key Reminders**

- **Submission Process** – Schools are reminded this information must be *submitted electronically* to their Title I contact person in the state Title I office.
- **Meet Deadlines** – It is imperative that the department receive Title I ARRA quarterly report by the deadlines specified above as we have to compile the results and submit it to the U.S. Department of Education. School districts not reporting complete, accurate, and timely data jeopardize the completeness and accuracy of the statewide report submitted to the federal government. Failure to submit quarterly reports to your Title I contact person by the deadline will result in your Title I funds being withheld for sixty (60) days. In addition, your school district will be posted on the website as delinquent in meeting the Title I ARRA quarterly reporting deadline.
- **Calculation of FTEs** – If an employee is fully funded by ARRA during the regular school year and also was ARRA funded for summer school in June 2011, that employee may be reported as greater than 1 FTE for this quarter. To do this, you will need to calculate the total hours worked in the summer school program divided by the total hours in a full time schedule for this quarter and add that to the regular school year FTE that would have been reported. An example of this would be if a teacher was full time during the school year (1 FTE) and also worked in the summer school program roughly equivalent to .25 FTE, than that teacher would be reported this quarter as 1.25 FTE.

Also, remember that the job funded portion must be calculated **each quarter independently** since the number of hours worked that quarter may vary with different positions and programs (i.e., summer school staff, afterschool services).

- **Reporting Full Time Staff through the Summer** – If an employee was full time during the school year, they will be reported as 1 FTE for each quarter of that school year regardless if they are paid on a 9 or 12 month contract.

### **Questions**

- General questions relating to ARRA or the Quarterly Report process can be directed to Stephanie Gullickson, Grants Manager, at [sgullickson@nd.gov](mailto:sgullickson@nd.gov) or (701) 238-2176.
- For questions specific to Title I ARRA or your Title I Quarterly Report, please contact your assigned Title I contact person. You can find this list online at [www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf](http://www.dpi.state.nd.us/title1/Legislative/stimulus/conappcontact.pdf).