

Education Stabilization Fund, CFDA No. 84.394
2010-11 Application - Guidance Document

September 2010

The State Fiscal Stabilization Fund for Education (ESF) is an appropriation under the American Recovery and Reinvestment Act of 2009 (ARRA). The intent of these funds is to help stabilize the budgets of local educational agencies (LEAs) and promote education reforms. Please refer to Attachment 1 for Recommended and Allowable Uses of ARRA Education Stabilization Funds.

The 2010-11 State Budget includes a Gap Elimination Adjustment (GEA). The GEA will be partially offset with remaining federal ARRA Education Stabilization Funds, similar to 2009-10.

This application is for the Year 2 ESF allocation, plus any approved carryover from 2009-10 Education Stabilization Funds, and is to be obligated by June 30, 2011. Districts will only report on the 2009-10 ESF amount from both the original and supplemental appropriations in the current quarterly report, due September 30, 2010. Once a district has submitted and received approval of their 2009-10 ARRA ESF Final Expenditure Report, any carryover amount will be included in the Year 2 Application. Once the application is approved, the combined amount will be reported on thereafter as the total 2010-11 ARRA ESF amount.

The 2010-11 allocation for each eligible LEA is as shown in the Estimates of 2010-11 State Aid posted on the State Aid website on August 24, 2010 and reflected in each district's Output Reports: https://stateaid.nysed.gov/budget/2010-11_estimates.htm. These federal funds may be used by school districts for allowable costs incurred from 7/01/10 until 6/30/11.

School districts are required to submit the ARRA-ESF Final Expenditure Report on the ARRA Reporting System online at <http://portal.nysed.gov/>. Users can reset their own passwords using the reset password link on the red bar at this site. If additional password or user code assistance, users should contact the SED Delegated Account System (SEDDAS) Help number at: 518-473-8832.

The Chief Administrator must certify and submit an application for Year 2 ESF funds by 10/15/2010 to ensure timely payment.

The State Education Department maintains information about LEAs in an institutional database called SEDREF, which can be accessed online - on the NYSED Business Portal <http://portal.nysed.gov/>. For changes to payee information and correspondence address changes, grantees must notify the Office of Information and Reporting Services, Education Building Addition-Room 863, Albany, NY 12234. Payee Information is available at <http://www.oms.nysed.gov/cafef/forms/>

ARRA Requirements for DUNS Numbers and CCR Registration: To be eligible for ARRA funds, ARRA grant recipients must have a Data Universal Numbering System (DUNS) number and register with Central Contractor Registration (CCR). Agencies that anticipate the receipt of ARRA funds must take immediate steps to comply with this requirement and must ensure that this information is kept current. Additional information about obtaining a DUNS number and registering with CCR is available at <http://www.oms.nysed.gov/cafe/guidance/dunscctrfaqs.html>. Agencies will not be able to apply for ESF Funds online until they have a DUNS number and a current CCR registration date.

Project period: July 1, 2010 – June 30, 2011.

Reporting Requirements: An unprecedented level of accountability for the use of all ARRA resources is required. School Districts must report on ARRA-related financial data and data related to jobs created, jobs retained, and vendor vendor and infrastructure expenditures.

New Account Codes: The State Comptroller has issued guidance directing school districts to adapt their current financial accounting system, if necessary, to be able to separately identify ARRA funds. A new revenue account code has been created - A4285 - to report the ARRA revenues on the annual financial reporting document, ST-3. **ARRA funds received from the Education Stabilization Fund must be recorded separately in the General Fund as revenue account code A4285.** A supplemental schedule to the ST-3 will collect data from school districts on ARRA expenditures. For additional information relative to ARRA accounting, please refer to <http://usny.nysed.gov/arra/>

Instructions for Completion of Online Application

- Step 1:** Access the Department's web portal <http://portal.nysed.gov/> and log on using your SEDDAS account information
- Step 2:** Click on American Recovery and Reinvestment Act (ARRA) under "My Applications"
- Step 3:** At bottom of screen, select the tab ESF Applications and Final Expenditures.
- Step 4:** Under "Please select an application" click on Education Stabilization Fund – Online Application 2010-11
- Step 5:** Complete the online application
- Step 6:** Superintendent Certifies and Submits

Screen 1 – District Information and Instructions

Data Entry or Chief Administrator Role

- District Name, Address, Contact, Telephone, E-Mail, BEDS Code and Project Code will have already been populated
- DUNS Code Number and date for Central Contractor Registration have been pre-populated from information provided on the original ESF Application. Review and update if applicable.
- Education Stabilization Fund Year 2 Amount will also be pre-populated.
- Approved carryover amount from Year 1 will be pre-populated, if applicable.
- Read Instructions

Screen 2 – Program Narrative and Budget Summary

Data Entry or Chief Administrator Role

- Complete Year 2 Allocation Program Narrative. Describe program(s) that will be supported with the supplemental ARRA funds specifically explaining how one of the reform areas is addressed. Provide as much detail as possible about the employment impacts from the supplemental funds being provided as well as any amount/activities included in the Budget Summary that relate to Purchased Services, Construction or Renovation, Equipment and Other expenses. FTEs should be consistent with the revised guidance issues by the U.S. Office of Management and Budget on December 18, 2009.
- Complete Budget Summary Sections
- Complete the Year 2 Allocation section including only those programs and elements funded directly with the Year 2 allocation and approved carryover.
 - For information on each data element refer to Attachment 2. Please note that numbers in () refer to the codes used in the Budget Summary section of an FS-20 form.
 - For information on how to calculate FTE for each category, please refer to Attachment 3.

Screen 3 – Certification and Submission

Chief Administrator Role

- Read Segregation of Funds to become familiar with the Revenue Account Code to be used for recording monies received from the Education Stabilization Fund. Please note that Year 2 funds may be combined and recorded in the same account codes as the original and supplemental allocation provided for Year 1. These total amounts are what NYSED will be reporting on in the September 30, 2010 report period.
- Review the Chief Administrator's Certification statement and assurances located at <http://usny.nysed.gov/arra/>
- Click Certify and Submit button*

*Please note that by certifying you have agreed to all of the terms, conditions, assurances and certifications as noted and will submit any reports prescribed by the Department and/or the Federal Government by any deadlines set in the future.

Instructions to Claim Funds For 2010-11 ARRA -ESF Projects

Review the expenditures your district has made for the allowable costs of this project on a regular basis. To obtain reimbursement for the expenditures, complete Form FS-25, Request for funds, and submit it to the NYS Education Department, Grants Finance, Room 510W EB, 89 Washington Avenue, Albany, NY 12234.

There will be no automatic first payment issued upon Department approval of the Education Stabilization Fund application. Payment will not be made for anticipated expenditures. Therefore, you may enter zero on line 4 of the FS-25. (If line 4 is completed, the amount on that line will not be included in the payment calculation.)

FS-25 claims may be submitted as frequently as monthly but **monthly claiming is not required.**

Upon Department approval of an LEA's application for available Year 2 and approved carryover funds, the School District may begin submitting the FS-25 to request funds.

Up to 70% of the total available for this project will be payable prior to April 1, 2011.

Up to 90% of the total available for this project will be reimbursed through the FS-25 process. Information about additional requirements that must be met in order to obtain full reimbursement are provided separately. See ESF – Final Expenditures Report Guidance Document, School year 2009-10. The FS-25 form and other information about the grant payment process can be accessed from the Grants Finance web site at <http://www.oms.nysed.gov/cafe/>.

Additional Resources:

<http://usny.nysed.gov/arra/>

<http://www.recovery.ny.gov/> 

<http://www2.ed.gov/policy/gen/leg/recovery/index.html> 

<http://www.nysed.gov/>

Attachment 1

Recommended Uses of ARRA – Education Stabilization Funds

Allowable uses include but are not limited to:

- Retain existing teachers, administrators and support staff.
- Improving teacher effectiveness and the equitable distribution of highly qualified teachers by:
 - Establishing fair and reliable evaluation systems that provide feedback, help educators improve, and ensure that poor performers are dismissed;
 - Establishing a system for identifying and training highly effective teachers to serve as instructional leaders and modifying the school schedule to allow for collaboration among the instructional staff;
 - Implementing innovative strategies for identification of, advancement of, and compensation for highly effective teachers and leaders;
 - Training and dual certification for ELL or special education teachers; and
 - Identifying and using effective teachers as coaches and mentors.
- Establishing data systems and using data for improvement, including:
 - Strengthening the use of longitudinal data systems to drive effective decision-making and continuous improvement efforts; and
 - Developing and providing intensive professional development on use of data to improve instruction.
 - Implement online Individual Education Program (IEP) aligned to standards.
- Turning around the lowest-performing schools by:
 - Attracting teams of committed educators who are compensated for taking on new assignments and roles in a school in corrective action or restructuring;
 - Extending time for learning, including activities provided before school, after school, during the summer, or over an extended school year;
 - Providing intensive, year-long teacher training in reading that aggressively works on improving students' oral language skills and vocabulary or, in some other way, builds teachers' capacity to address academic achievement problems;
 - Strengthening and expanding early childhood education;
 - Providing intensive training to all teachers in new curriculum and the use of assessment data to improve instruction;
 - Using high-quality, on-line courses as supplemental learning materials to help secondary students meet core content requirements;
 - Closing and re-opening failing schools with new staff, new instructional programs, and additional learning time; and
 - Providing summer programs so that students succeed in algebra and college preparatory classes.

- Improving results for all students:
 - Strengthen early learning;
 - Use technology to improve teaching and learning;
 - Create accelerated tracks to college such as early college programs; and
 - Invest in school modernization that advances energy efficiency, community and early childhood education.

Non-Allowable Uses include:

- Payment of maintenance costs;
 - Maintenance costs, as defined by the USDOE, are those costs associated with the regularly scheduled activities that are intended to prolong the useful life of facilities, systems, and equipment. For example, annual servicing of an HVAC system would be considered maintenance and not an allowable expenditure. However, replacing the HVAC system, considered to be capital construction, would be allowable.
 - Janitorial and cleaning positions or services are considered to be ongoing operational (not maintenance) costs that are allowable under the program. Similarly, IT support would be an operational expense and therefore allowable.
- Payment for stadiums or other facilities primarily used for athletic contests or exhibitions or other events for which admission is charged to the general public;
- Purchase or upgrade of vehicles;
- Improvement of stand-alone facilities whose purpose is not the education of children, including central office administration or operations or logistical support facilities;
- Financial assistance for students to attend private elementary or secondary schools, unless the funds are used to provide special education and related services to students with disabilities, as authorized by the IDEA;
- School modernization, renovation, or repair that is inconsistent with State law;

Other Non-allowable uses include:

- Public relations, law services, or labor relations;
- Food Service swiper card system;
- Interscholastic sports programs;
- Extra-curricular activities of non-academic nature including faculty stipends for advisory duties associated with them;
- Building and grounds equipment; or
- Cleaning supplies.

Attachment 2

Data Element	Definition
Jobs Retained	<p>An estimate of the number of jobs to be retained. This estimate shall include only existing filled positions that were retained to support or carry out Recovery Act projects or activities managed directly by the school district. The number shall be expressed as “full-time equivalent” (FTE), calculated as all hours worked divided by the total number of hours in a full-time schedule, as defined by the recipient. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each. See Attachment 3 for a detailed description of the methodology.</p> <p>Associated costs for each of these elements may include salaries (15 and 16) and benefits (80).</p> <p>NEW: Only jobs that will be funded (or reimbursed) <u>directly</u> with Recovery Act funds are to be included in these estimates. Jobs funded partially with Recovery Act funds should only be counted based on the proportion funded with ARRA ESF funds.</p>
Teachers	
Administrators	
Support Staff	
Jobs Created	<p>An estimate of the number of jobs to be created. This estimate shall include only new positions created to support or carry out Recovery Act projects or activities managed directly by the school district. The number shall be expressed as “full-time equivalent” (FTE), calculated as above.</p> <p>Associated costs for each of these elements may include salaries (15 and 16) and benefits (80)</p> <p>NEW: Only jobs that will be funded (or reimbursed) <u>directly</u> with Recovery Act funds are to be included in these estimates. Jobs funded partially with Recovery Act funds should only be counted based on the proportion funded with ARRA ESF funds.</p>
Teachers	
Administrators	
Support Staff	
Purchased Services, Construction or Renovation, Equipment and Other	<p>An estimate of the number of <u>direct</u> jobs to be created as a result of purchasing services from private vendors (40) and BOCES (49).</p> <p>An estimate of the number of direct jobs to be created as a result of direct expenditures related to Construction and/or Renovation (30), Equipment (20) or any item categorized in “Other”. This estimate shall include any new positions (or additional hours for hourly employees) created or added to support or carry out Recovery Act projects or activities in agencies providing services to the LEA. The number shall be expressed as “full-time equivalent” (FTE), calculated as above. If number of FTEs is unknown at this time, please note that in the future LEAs will be required to report this information. All contracts should include requirements for contractors and/or vendors to provide this information.</p> <p>Associated costs for “Other” may include Supplies and Materials (45), Travel Expenses (46), or Indirect Services (90) and must be detailed in the Program Narrative.</p>

Attachment 3

ARRA Jobs Worksheet for 2010-11

STEP 1: Calculate Hours in a Full-Time Schedule

A. Start by determining the standard hours in a full-time work week schedule as illustrated below. This example uses **40** hours, but other standards are possible.

B. Multiply this amount by the number of weeks in the 2010-11 school year (July 1, 2010 - June 30, 2011) to determine the annual number of hours for full-time work:

$$\mathbf{40 \text{ Hours in full-time work week} \times 47 \text{ weeks per school year} = \underline{\mathbf{1,880 \text{ Total Annual Hours}}}$$

STEP 2: Calculate the Full-Time Equivalent (FTE) Funded Directly by ARRA - ESF

A. Determine the number of hours worked in positions that will be funded directly by the Recovery Act within the 2010-11 school year. For example, a full-time employee working 40 hours per week during the entire year will work 1,880 hours.

B. Divide this number by the "Total Annual Hours in a Full-Time Schedule" number calculated in STEP 1. This calculation should be performed for each employee working under Recovery Act funding during the 2010-11 school year (add each together to calculate an FTE total):

$$\frac{\mathbf{1,880 \text{ Hours to be Worked and Funded by ARRA - ESF}}}{\mathbf{1,880 \text{ Hours in a Full-Time Schedule}}}$$

For this example, the FTE figure "1.0" should be entered in the "Total FTE" data field in the Application.

STEP 3: Calculate Full-Time Equivalent (FTE) for Less Than Full-Time or Full-Year Jobs

A. Determine the total number of hours worked in positions that will be funded directly by the Recovery Act within the 2010-11 school year. For example, a part-time employee working 20 hours per week during the entire year will work 940 hours. A full-time employee working for 26 weeks (less than the full year of 47 weeks) will work 1,040 hours. Use this methodology for jobs partially funded with ARRA ESF funds, also.

B. Divide these numbers by the "Total Annual Hours in a Full-Time Schedule" number calculated in STEP 1. This calculation should be performed for each employee working under Recovery Act funding during the 2010-11 school year (add each together to calculate an FTE total):

Part-time employee:
$$\frac{\mathbf{940 \text{ Hours to be Worked and Funded by ARRA - ESF}}}{\mathbf{1,880 \text{ Hours in a Full-Time Schedule}}}$$

For this example, the FTE figure "0.5" should be entered in the "Total FTE" data field in the Application.

Part-Year employee:
$$\frac{\mathbf{1,040 \text{ Hours to be Worked and Funded by ARRA - ESF}}}{\mathbf{1,880 \text{ Hours in a Full-Time Schedule}}}$$

For this example, the FTE figure "0.55" should be entered in the "Total FTE" data field in the Application.