

ARRA – Education Stabilization Fund Applications
Review Policies and Procedures

Original Application

- Initial review occurred within 7-14 days of receipt of online application
- Reviewers were assigned LEAs by splitting sections of the alphabet
- Program narrative was reviewed to ensure compliance with allowable uses of ARRA funds
- Budget summary was reviewed to establish consistency with program narrative
- If there were any issues with either the program narrative or the budget summary, LEA was contacted either by e-mail or telephone to discuss and make changes if necessary
 - o LEA was contacted either by e-mail or telephone to discuss and make changes if necessary
 - o If necessary, online application was “un-submitted” to allow LEA to edit application and re-submit
 - o Application was reviewed again to determine if school made necessary changes
- When narrative and budget summary were in sync and within allowable uses of ARRA, online application was approved.
 - o Copy of approved online application was printed and filed in corresponding LEA folder along with any correspondence or reviewer notes. Date approved and Reviewer’s initials were placed at the top of each application.

Supplemental Application

- Initial review occurred within 7-14 days of receipt of online application
- Reviewers were assigned LEAs by reversing sections of the alphabet previously assigned for Original application
- Amended Original narrative and supplemental program narrative was reviewed to ensure compliance with allowable uses of ARRA funds
- Budget summary sections were reviewed to establish consistency with program narrative
- If there were any issues with either the amended original or supplemental narratives or the budget summary sections, LEA was contacted either by e-mail or telephone to discuss and make changes if necessary
 - o LEA was contacted either by e-mail or telephone to discuss and make changes if necessary
 - o If necessary, online application was “un-submitted” to allow LEA to edit application and re-submit
 - o Application was reviewed again to determine if school made necessary changes
- When narratives and budget summary sections were in sync and within allowable uses of ARRA, online application was approved.
 - o Copy of approved online application was printed and filed in corresponding LEA folder along with any correspondence or reviewer notes. Date approved and Reviewer’s initials were placed at the top of each application.